



Ministry
of Defence

JSP 800 – Volume 2 Passenger Travel Instructions

Directive

JSP 800 Volume 2
The Movement of Passengers by Air, Sea and Rail
V7.0

Foreword

In supporting Defence, the Assistant Chief of Defence Staff (ACDS) Logistic Operations (Log Ops) is responsible for providing clear, timely and expert logistics direction and guidance in support of departmental plans, current and contingent operations. In addition, he is responsible for bringing coherence to the development of logistics policy; in order to maximise the freedom of action for operational commanders and to assure the E2E Logistics Enterprise.

Joint Service Publication 800 (JSP 800) sets out the overarching policy for MOD Transportation (Movements and Transport (M&T)), to meet our statutory obligations and the directed policy of the Secretary of State (SofS) for Defence. The policy also contributes towards the assurance and delivery of the MOD's duty of care, both to our own people and to the general public.

This JSP provides direction on mandatory requirements and guidance on how this can be achieved. Commanders and managers at all levels are to ensure compliance with the directives herein. Where questions exist as to the application of the directives, or guidance on individual circumstances is required, the assistance of specialist (i.e. Suitably Qualified and Experienced Personnel (SQEP)) Movements and Transport staff within the Chain of Command (Ch of Comd) is to be sought.

Major General Angus Fay CB

Assistant Chief of the Defence Staff (Logistic Operations)

Preface

How to use this JSP

1. JSP 800 Volume 2 [Passenger Travel Instructions] specifies the policy, processes and procedures that apply to the carriage of passengers for air, sea and rail travel in the UK and overseas. It provides guidance on Movement of Passengers matters to ensure compliance on both the part of the passenger during their planning, application and journey and those personnel involved in the processing of travel applications and employed in handling passengers; enabling the application of standardised process and procedures where practical. Furthermore, this volume provides authority to those personnel employed in the processing and handling of passengers to ensure that journeys are undertaken within the specified criteria to meet entitlement, legislation, regulation, process and procedure.

Scope and Applicability

2. This document applies to all military personnel undertaking official journeys and to MOD Civilians and MOD employed contractors who should read these instructions in conjunction with MOD Policy Guidance and Regulations.

Structure

3. This Volume is structured in 5 parts:

Part 1 - Movement of Passengers General.

Part 2 - Movement of Passengers by Air.

Part 3 - Movement of Passengers by Sea.

Part 4 - Movement of Passengers by Rail

Part 5 - Unaccompanied Baggage.

Editorial Responsibilities and Points of Contact

4. This volume is managed by the Movements and Transportation Policy Team, who should be approached in case of technical enquires about the content, accessibility and presentation of this instruction:

Movements and Transportation Policy Team,
Defence Logistics
Larch 3b, NH 2, #2309, MOD Abbey Wood, BRISTOL, BS34 8JH
Email: DefLog-Strat-MovTptPol@mod.gov.uk

5. **Amendments.** This JSP is a live document and amendments may be published at any time in response to changes of legislation, MOD policy and/or information which identifies the requirement for review, which is carried out on a regular basis in line with Defence Logistics policies. Proposed amendments should be submitted through the document author.

6. **Copyright.** JSP 800, Vol 2 is protected by crown copyright and the intellectual property rights of this publication belong exclusively to the MOD. Material or information contained in this publication may be reproduced, stored in a retrieval system or transmitted in any form, provided it

is used for the management, control, operation or use of MOD road transport, furthering safety and environmental assurance.

7. **Status.** Printed copies of JSP 800 Vol 2, or copies remotely stored on electronic systems, are uncontrolled. The master copy is hosted on the Movements and Transport Safety Regulator (MTSR) website on the Defence intranet. It will be updated whenever relevant changes to regulations or standards occur. To verify the latest status of the document, reference should be made to the JSP 800 index and/or amendment tables also shown on the MTSR website.

Exemptions and Dispensations

8. **Definitions.** For this Volume the following definitions are used:

- a. **Exemption:** Permanent permission to operate outside of policy, regulation or law.
- b. **Dispensation:** Temporary permission to operate outside of policy, regulation or law for a set activity, bounded by the extent of the activity or by time.

9. **Categories.** Dispensations or exemptions will most likely fall into one of the following 3 categories:

- a. **Legislative.** Permission to act outside of the UK law.
- b. **Regulatory.** Permission to act outside of Defence Safety Authority (DSA) Safety and Environmental Protection regulations.
- c. **Policy.** Permission to act outside of Defence Logistics policy.

10. **Legislative.** Dispensation or exemption to act outside the UK law cannot be granted from within Defence. Where a case for a legislative exemption is considered necessary it shall first be raised through the Chain of Cmd to MTSR for comment.

11. **Regulatory.** The DSA set Defence safety regulations and environmental protection that bound subsequent policy. Should there be a perceived requirement to operate outside of Defence regulations advice and direction shall need to be sought from Movements and Transport Safety Regulator (MTSR).

12. **Policy.** A requirement for dispensation or exemption from policy will ordinarily centre around entitlement and have no additional safety implications. It is important to note that entitlement is often based on Corporate Government policy, rules and guidance; therefore, the relevant Civ Sec department (at unit or TLB level) must be consulted before progressing any case.

- a. **Dispensation.** For dispensation to operate outside of policy the Duty Holder construct is to be used and the Delivery Duty Holder (DDH) may permit such dispensation (assuming the requirements of Corporate Governance are satisfied).
- b. **Exemption.** Should there be a perceived requirement for an exemption to policy then the relevant chain of command / TLB and Movements Authority is to be consulted in the first instance. They can then raise the issue with Def Log Mov & Tpt Pol.

Glossary

13. A glossary of standard NATO terms for Movements is available in AMovP-3. The glossary for terms specifically relating to this Volume is at Part 5.

14. The following publications are linked to this Instruction:

- a. JSP 752 Tri-Service Regulations for Allowances

- b. JSP 440 Defence Manual of Security
- c. AMovP-Allied Movements Publication 3.

Chapter Sponsors

Part 1 - Movement of Passengers General

Chapter	Title	Chapter Sponsor
1	Authority for the Movement of Passengers	Def Log M & T Pol

Part 2 - Movement of Passengers by Air

Chapter	Title	Chapter Sponsor
1	Provision of Airlift	Def Log M & T Pol
2	Entitlement to Air Travel on Service Transport	Def Log M & T Pol
3	Joint Service Procedures and Documentation for Routine and Exercise Passenger Movement	Def Log M & T Pol
4	Travel from the UK to Overseas	Def Log M & T Pol
5	Passenger Handling	Def Log M & T Pol
6	Accompanied Air Baggage	Def Log M & T Pol
7	Concessionary Travel	Def Log M & T Pol
8	School Children's Visits (SCV) to Parents by School Children of Service Personnel	
9	Travel Arrangements for Children with Special Educational Needs (SEN)	DFin, (Remuneration) Allowances
10	Dangerous Goods and Private Firearms - Carriage by Air Passengers	MTSR, DSA
11	Control and Clearance of Persons and Articles Entering or Leaving the United Kingdom	HQ Air, SO2 FP Aviation & Nuclear Security
12	HM Revenue and Customs - Regulations for Temporary Admission	Proj WATERGUARD
13	Joint Service and MOD Civilian Health - Requirements for Overseas Travel	Defence Primary Healthcare
14	Passports, Visas and Travel Document Requirements for Service Personnel, Civilians and their Dependants	Def Log M & T Pol
15	Joint Service and Civilian Dress Requirements for Reporting and Dress for Air and Sea travel.	HQ Air, SO2 FP Aviation & Nuclear Security
16	MOD Commercial Air Booking Procedures - Defence Travel	Defence Commercial

Part 3 - Movement of Passengers by Sea

Chapter	Title	Chapter Sponsor
1	Passengers by Sea - General	HQ Army, SO2 Mov Ops & Plans.
2	Movement of Personnel in HM Ships	DSCOM, SO1 Strat Mov
3	Movement of Personnel by RFA	DSCOM, SO1 Strat Mov
4	Movement of Accompanied Vehicles Between UK and Europe	HQ Army, SO2 Mov Ops & Plans
5	Movement by Ferry in Northern Ireland, Scottish Islands, Channel Islands, Isle of Man, Isle of Wight, Scilly Islands and Europe	DES, LCS, MSS, Defence Travel (Rail) SO2

Part 4 - Movement of Passengers by Rail

Chapter	Title	Chapter Sponsor
1	Passengers by Rail	DES, LCS, MSS, Defence Travel (Rail) SO2
2	Troop Movements	HQ Army, SO2 Mov Ops & Plans
3	Rail warrants	DES, LCS, MSS, Defence Travel (Rail) SO2
4	Travel on London Underground	DES, LCS, MSS, Defence Travel (Rail) SO2
5	Eurostar and Rail Travel in Europe	DES, LCS, MSS, Defence Travel (Rail) SO2

Part 5 – Unaccompanied Baggage

Chapter	Title	Chapter Sponsor
1	Unaccompanied Baggage – Overview	DSCOM SO1 Strat Mov
2	Removal and Storage Services	LDOC CMO
3	GRMS, Contractor and User Responsibilities	LDOC CMO
4	Method of Movement and Restrictions of Carriage	Def Log M & T Pol
5	Arms Plot / Unit Moves	Def Log M & T Pol

Contents

Para	Heading	Page
Title		i
Foreword		ii
Preface		
	How to Use This JSP	iii
	Scope and Applicability	iii
	Structure	iii
	Editorial Responsibilities and Points of Contact	iii
	Exemptions and Dispensations	iv
	Glossary	iv
	Chapter Sponsors	v
	Contents	vi
	List of Tables	xvii

Part 1 - Movement of Passengers General

Chapter 1: Authority for The Movement of Passengers

Introduction	1-1-3
Responsibility for Passenger Movement	1-1-3
Royal Navy Authority for Movement	1-1-3
Army Authority for Movement	1-1-4
Royal Air Force Authority for Movement	1-1-5
Guidance for The Preferred Mode of Travel Within the UK	1-1-5
Travel on Compassionate Leave	1-1-6
Aeromedical Evacuation	1-1-6
Visits to The Very Seriously Ill (VSI) – The Dangerously Ill - Forwarding of Relatives (Dilfor) Scheme	1-1-6
Medical	1-1-7
Valid Objections to Flying by Families - Rules for Travel by Surface Means	1-1-7
Authority to Carry Non-Entitled Passengers in HM Ships and RFA	1-1-7
Repatriation to Other Than UK	1-1-7
Privately Arranged Passages	1-1-8
Baggage	1-1-8
Passports and Visa Regulations	1-1-8

Part 2 - Movement of Passengers by Air

Chapter 1: Provision of Airlift

Introduction	2-1-2
--------------	-------

Air Trooping	2-1-2
Commercial Air Passages	2-1-2
Authority for Use of Commercial Airlines Within the British Isles	2-1-3
Class of Travel	2-1-3

Chapter 2: Entitlement to Air Travel on Service Provided Air Transport

Introduction	2-2-3
Full Fare Paying Passengers	2-2-4
Repayment Passengers	2-2-4
Concessionary Travel	2-2-9
VIP Movement	2-2-9
Passages by Air for Infants and Expectant Mothers	2-2-10
Passenger Complements – Families	2-2-11
Service Children's Educational Visits	2-2-11
Carriage of Servicemen Under Escort (SUE) and Servicemen Under Sentence (SUS)	2-2-11
Carriage of Foreign Nationals	2-2-12
Restrictions on The Emplanement Of Passengers in C130, C17 And A400m Aircraft	2-2-13
Exemption to Travel on RAF Air Transport	2-2-14
Passenger Priorities	2-2-15
Annex A to Part 2 Chapter 2: Application for The Authority to Be Exempt Travel on RAF Air Transport	2-2-A-1

Chapter 3: Joint Service Procedures and Documentation for Routine and Exercise Passenger Movement

Introduction	2-3-4
Applications for Travel	2-3-5
Exercise Passengers on Trooping Flights	2-3-7
Category and Travel Codes	2-3-7
Movements Financial Authority	2-3-8
Movements Authority for Exercise Travel	2-3-10
Application for Routine Travel	2-3-11
Telephone Bookings	2-3-13
Special Requirements - RN And RM	2-3-13
Cancellation or Amendment of Applications	2-3-13
Call Forward Procedures for Routine Movement	2-3-14
Use of Infant Seats on Mod Air Trooping/Charter and Commercial Flights	2-3-14
No Show and Fail to Report Procedures	2-3-16
Unused E Tickets	2-3-17
Travellers with Special Requirements	2-3-17
 Annex A: List of Mod Booking Agencies	 2-3-A-1
 Annex B: Visit Staff Clearances for Permanent Joint Operating Bases (PJOB)	 2-3-B-1
 Annex C: Visit Staff Clearances for Operational Theatres	 2-3-C-1
 Annex D: Visit Staff Clearances for British Forces Germany (BFG)	 2-3-D-1
 Appendix 1: Request for Entry / Transit in The Federal Republic of Germany	 2-3-D-1-1

Appendix 2: Forces of Other Nations Participating in A BFG Sponsored Event Political Clearance	2-3-D-2-1
Appendix 3: Non- Germany Based Units and Formations Exercise / Activity Programme	2-3-D-3-1
Annex E: Types of Travel (TOT) Codes	2-3-E-1
Annex F: Service Codes (Svc)	2-3-F-1
Annex G: Purpose of Travel Codes - Regular Forces, Civilians And DE&S	2-3-G-1
Annex H: List of Common Airport Codes	2-3-H-1
Annex I: Deleted	N/A
Annex J: Mandatory Use of Unique Identification Numbers to Meet UKBA Legislation and For Mass Casualty Identification	2-3-J-1
Annex K: Family Passage from UK - Completion Of F/Mov/564e	2-3-K-1
Annex L Telephone Booking Procedure - Urgent / Out of Hours Telephone Booking Procedure – Booking Office	2-3-L-1

Chapter 4: Travel from The UK To Overseas

Introduction	2-4-2
Method of Travel	2-4-2
Principles	2-4-3
Denial Booking Compensation	2-4-4
Travel on Chartered and Part - Chartered Air Trooping Flights	2-4-4
Seating on MoD Chartered Aircraft	2-4-6
Supplementary Information	2-4-7
Annex A: Flight Information for Travel To/From NW Europe	

Chapter 5: Passenger Handling

Introduction	2-5-3
Division of Responsibility	2-5-3
Passenger Reporting Procedures	2-5-6
Transit Accommodation	2-5-7
Charges for Meals and Administration	2-5-7
Departure Point Procedures	2-5-8
Arrival Procedures	2-5-8
Delays	2-5-9
Offloading of Passengers	2-5-9
Passenger Reporting Officer (PRO)	2-5-9
Passenger Seating	2-5-10
Passenger Planning Weights	2-5-10
Dispersal from Civil Air Terminals in The UK (ATF Flights Inc Charter)	2-5-13
Dispersal from Military Air Terminals in the UK	2-5-14
Dispersal from Air Terminals Overseas	2-5-14
Carriage of Physically Disabled Passengers / Passengers with A Medical Condition	2-5-14
Unaccompanied Minors (UNMINS) And In-Flight Escorts on RAF ATF, MoD Charter and Commercial Flights	2-5-15

Chapter 6: Accompanied Air Baggage

Introduction	2-6-3
Accompanied Baggage Scales and Conditions of Carriage	2-6-4
Excess Baggage Authorised Excess Baggage Allowances	2-6-7
Marking and Labelling of Baggage	2-6-12
The NATO Baggage Label	2-6-13
Customs and Immigration	2-6-13
Insurance Liability	2-6-13
Damaged Baggage	2-6-13
Lost Baggage Procedure	2-6-13
 Annex A: Bio-Security Policy	 2-6-A-1
 Annex B: Stanag 3740 (Edition 3) Message Format - Lost Air Baggage	 2-6-B-1
 Annex C: Stanag 3740 (Edition 3) Message Format - Baggage Response	 2-6-C-1
 Annex D: Stanag 3740 (Edition 3) Message Format - Baggage on Hand	 2-6-D-1

Chapter 7: Concessionary Travel

Introduction	2-7-3
Eligibility	2-7-3
Limitations on Family Travel	2-7-6
Order of Priority	2-7-6
Sponsorship	2-7-8
Conditions of Travel	2-7-8
Concessionary Travel to Operational Theatres and Permanent Joint Operating Bases (PJOBS)	2-7-9
Payment for Meals and Accommodation	2-7-9
Charges for Concessionary Flights	2-7-9
Method of Application	2-7-10
Offer of A Passage	2-7-12
Concessionary Travel To / From the South Atlantic Islands	2-7-12
Concessionary Travel To / From Cyprus	2-7-14
 Annex A: Overseas Movements Authorities	 2-7-A-1

Chapter 8: School Children's Visits (SCV) To Parents by School Children of Service Personnel

Introduction	2-8-3
Entitlement	2-8-3
Escorts	2-8-3
Procedure for Application for SCVs	2-8-5
Passage Arrangements	2-8-6
Movement to And from Overseas Locations	2-8-8
Movement to And from Cyprus	2-8-8
Aircraft Delays	2-8-9
Administration	2-8-9
School Children's Formal Educational Visits	2-8-9
 Annex A: Unaccompanied Minor Form	 2-8-A-1
 Appendix 1: Mod Form 822- Unaccompanied Minor in Flight Escort Form	 2-8-A-1-1

Notes for The Carriage of Unaccompanied Minor	2-8-A-1-4
Annex B: Initial Application for A Child's Visit to Service Parents Overseas	2-8-B-1
Annex C: Application for All Visits to Parents Serving in the UK, The Channel Islands and The Isle of Man / Subsequent Application for Visits to Parents Serving Overseas	2-8-C-1
Annex D: Issue of Travel Tickets (Overseas Visits Only)	
Surface Travel Warrants	2-8-D-1
Refund of Costs for Terminal Travel in the UK.	2-8-D-1
Chapter 9: Travel Arrangements for Children with Special Educational Needs	
Introduction	2-9-2
Additional Travel Entitlements for Children with Special Educational Needs	2-9-2
Parental Travel	2-9-3
Arrangements for Accompanying Service Children with Special Needs	2-9-4
Annex A: Procedure for Refund of Expenses for Children with Special Needs	2-9-A-1
Annex B: Notes for Accompanying Passengers	2-9-B-1
Chapter 10: Dangerous Goods and Private Firearms - Carriage by Air Passengers	
Introduction	2-10-1
Regulatory Authority	2-10-2
Dangerous Good	2-10-2
Service Arms	2-10-3
Privately Owned Firearms	2-10-3
Chapter 11: Control and Clearance of Persons and Articles Entering or Leaving the United Kingdom	
Introduction	2-11-2
Definitions	2-11-2
General Instructions	2-11-3
Control Procedure at Military Airfields	2-11-3
Control Procedure at Designated Civil Customs Airports	2-11-5
Emergency Landings at Unmanned Airfields or In Open Country	2-11-5
Concession Export of Duty Free Liquor and Tobacco on Service Aircraft	2-11-5
Security Exercises	2-11-6
Control Procedure at Parachute Dropping Zones	2-11-6
Notification of Non-EU Nationals to Immigration Officers	2-11-6
Annex A: Military Airfields	2-11-A-1
Annex B: List of Approved Identity Documents	2-11-B-1

Annex C: Notification of Non-EU Nationals to HM Immigration Officers - Information Required	2-11-C-1
--	----------

Chapter 12: HM Revenue & Customs - Temporary Admission

Regulations	2-12-1
Introduction	2-12-1
Temporary Visitors	2-12-2
Personal Effects	2-12-2
Payment for Duty And / Or VAT	2-12-2

Chapter 13: Joint Service and MoD Civilian Health - Requirements for Overseas Travel

Introduction	2-13-1
Vaccination and Health Advice	2-13-1
Referral for Vaccination and Health Advice	2-13-2
Vaccination Requirements	2-13-2
Additional Vaccination Requirements	2-13-2
Transit Passengers	2-13-2
Advice	2-13-2
Protection Against Malaria	2-13-2
International Sanitary Regulations	2-13-2
Liability to Meet Local Vaccination Requirements	2-13-3
Concessionary Movement	2-13-3
Health Control	2-13-3
Medical Treatment Authorisation – UK Government Personnel Visiting The USA	2-13-3
 Annex A to Part 2 Chapter 13: Medical Exemption Certificate	 2-13-A-1
 Annex B to Part 2 Chapter 13: MTAL Template	 2-13-B-1
 Annex C to Part 2 Chapter 13: FAQs On Medical Treatment in the US	 2-13-C-1

Chapter 14: Passport, Visas and Travel Document Requirement for Service Personnel, Civilians and Their Dependants

Introduction	2-14-2
Travel Documentation	2-14-2
Dependant Children with Differing Family Names and Children Under 18 Travelling Without Their Parents	2-14-2
Passports	2-14-3
NATO Travel Orders	2-14-4
Visas Entry Permits and Status Stamps	2-14-5
 Annex A to Part 2 Chapter 14: Visa Authorisation Letter	 2-14-A-1

Chapter 15: Joint Service and Civilian Reporting Requirements and Dress Standards for Air and Sea Travel

Introduction	2-15-1
Reporting	2-15-2
Dress – General	2-15-2
Dress - Air Travel	2-15-2
Dress - Sea Travel	2-15-3

Chapter 16: Mod Commercial Air Booking Procedures – Defence Travel

Introduction	2-16-2
Defence Travel Management Organisation (DTMO)	2-16-2
Mod Commercial Air Travel Policy – On-Line Bookings	2-16-3
Booking A Flight	2-16-4
Mod Commercial Air Travel Policy – Off-Line Bookings	2-16-6
DTMO Feedback	2-16-7
 Annex A: Defence Travel On- Line Application Form – Request for Access as An On-Line Self-Booker or Travel Arranger	 2-16-A-1
 Annex B: Defence Travel Customer Feedback Form	 2-16-B-1

Part 3 - Movement of Passengers by Sea

Chapter 1: Passengers by Sea - General

Introduction	3-1-2
Policy on Choice of Vessel	3-1-2
Choice of Sea as A Means of Travel	3-1-2
Booking Procedures	3-1-2
Movement by Ship - F/Mov/292	3-1-5

Chapter 2: Movement of Personnel in HM Ships

Introduction	3-2-1
Authority for Passage	3-2-1
Categories of Passengers	3-2-2
Passage Arrangements	3-2-2

Chapter 3: Movement of Personnel By RFA

Introduction	3-3-2
Entitled Categories	3-3-2
Special Conditions	3-3-2
Authority for Passage	3-3-2
Indulgence Sea Passages in RFA	3-3-4
Carriage of Spouses and Families of Ships Officers on RFA Vessels	3-3-6
Movement of Personnel in Army Department (AD) Vessels	3-3-6
 Annex A: Application for Indulgence Passage On RFA	 3-3-A-1
 Annex B: Carriage of Non-Mod Sponsored Passengers in Service Transport - Indemnity Form	 3-3-B-1

Chapter 4: Movement of Accompanied Vehicles Between UK And Europe

Introduction	3-4-1
General Conditions and Regulations	3-4-2
Authorisation and Booking of Accompanied Vehicles	3-4-3
Army Department - Temporary Duty Visits to The Continent	3-4-3

Annex A: Application for Movement of Personnel and Service Vehicles to The Continent for Temporary Duty (AD)	3-4-A-1
--	---------

Chapter 5: Movement by Ferry to The British Isles and Europe

Introduction	3-5-2
Division of Responsibility	3-5-2
Booking Information	3-5-2
Surface Movement by Ferry to The Continent and Northern Europe (On Temporary Duty) - Additional Requirements	3-5-2
Surface Movement by Ferry to The Continent and Northern Europe (On A Land Sponsored OTX) - Additional Requirements	3-5-3
Surface Movement by Ferry to And From NI	3-5-3
Annex A: FMov/562e Pax Booking Form	3-5-A-1

Part 4 - Movement of Passengers by Rail

Chapter 1: Passengers by Rail

Introduction	4-1-1
Rail Business Administration	4-1-1
Entitlements	4-1-2
Buying Rail Tickets	4-1-2

Chapter 2: Troop Movements

Introduction	4-2-2
Responsibility for Arrangements	4-2-2
Provision of Hot Drinks and Meals on Trains	4-2-3
OC Troops on Trains	4-2-3
Travel in The UK On Arrival by Air from Overseas	4-2-3
Civilian Personnel	4-2-3
Moves Across London	4-2-3

Chapter 3: Rail Warrants

Introduction	4-3-2
Management and Financial	4-3-2
Booking Procedures	4-3-4
Unused Tickets, Refunds and Compensation	4-3-8
Rail Warrants Issued on Repayment	4-3-9
Warrant Books	4-3-9
Mobilisation Rail Warrants	4-3-11
On-Line / Ticket Contract for Mod Main Building	4-3-11
Annex A: Managing Centrally Funded Booking and Travel Booked Against Pot Code 6	4-3-A-1
Annex B: First Scotrail	4-3-B-1

Chapter 4: Travel on The London Underground

Introduction	4-4-1
Use Agreement	4-4-1
Rail Warrants	4-4-1

Cross London Transfers	4-4-1
Final Destination	4-4-1
Other Journeys Using National Rail and The Underground	4-4-2
Underground Journeys	4-4-2
Travel Cards	4-4-2
Oyster	4-4-2

Chapter 5: Eurostar And Rail Travel in Europe

Link to How to Book a Train	4-5-1
-----------------------------	-------

Part 5 – Unaccompanied Baggage

Chapter 1: Unaccompanied Baggage – Overview

Introduction	5-1-1
Scope and Applicability	5-1-2
Responsibility and Authority	5-1-2
Annex A: Abbreviations & Terminology	5-1-A-1
Annex B: Unaccompanied Baggage Points of Contact	5-1-B-1

Chapter 2: Removal and Storage Services

Storage Of PE	5-2-1
Annex A: Process for Retirement Overseas	5-2-A-1
Annex B: Vehicle Movement Application Process	5-2-B-1

Chapter 3: GRMS, Contractor and User Responsibilities

Introduction	5-3-1
Responsibilities	5-3-1
Annex A: FMS And RSO Tasks	5-3-A-1
Annex B: Storage Tasks	5-3-B-1
Annex C: SPS – General	5-3-C-1
Appendix 1: Unaccompanied Baggage Self Pack Contents List 387	5-3-C-1-1
Appendix 2: Responsibilities of The Service Person at Dispatching or Receiving Unit Store	5-3-C-2-1

Chapter 4: Method of Movement and Restrictions of Carriage

Method of Movement (MoM)	5-4-1
Restriction of Carriage	5-4-2
Annex A: List of Prohibited and Restricted Items	5-4-A-1

Chapter 5: Arms Plot / Unit Moves

	5-5-1
--	-------

UNCONTROLLED COPY WHEN PRINTED

LIST OF TABLES

No	Title	Page
Table 1	Deleted	N/A
Table 2	Publications Authorising Entitlement, Methods and Class of Travel	1-1-3
Table 3	Authority for the Permanent Movement of Navy Personnel, ND civilians and their Families	1-1-3
Table 4	Authority for the Movement of RAF personnel, civilians and their families	1-1-5
Table 5	Eligibility by Rank Grade	2-1-4
Table 6	Welfare Organisations	2-2-6
Table 7	Categories Authorised CNFP Status	2-2-8
Table 8	Persons Defined as VIPs for Air Movement	2-2-9
Table 9	Definition of Passenger, Flight and Authority	2-2-13
Table 10	Passenger Priorities	2-2-16
Table 11	Exercise Sponsors	2-3-7
Table 12	Category Codes	2-3-8
Table 13	Reasons for Travel Codes	2-3-8
Table 14	PJOB Points of Contact	2-3-B-2
Table 15	Points of Contact for VIP Visits	2-3-C-2
Table 16	Exercise Recce Advice Numbers	2-3-D-7
Table 17	Span of Movement Guide	2-3-K-2
Table 18	Locations Requiring Staff Clearances	2-4-6
Table 19	HCS Order of Passenger Priority	2-4-7
Table 20	Movement Staff Areas of Responsibility	2-5-4
Table 21	Movements Staff Contact Details	2-5-4
Table 22	Passenger Planning Weights for Aircraft in Kilograms (Kgs)	2-5-13
Table 22a	Passenger Planning Weights for Aircraft in Pounds (Lbs)	2-5-13
Table 23	Bus Services available from Military Airheads	2-5-14
Table 24	Hold Baggage Entitlements for Air Travel	2-6-6
Table 25	Excess Entitlements on Deployment	2-6-9
Table 26	Army Training Courses Which Attract Automatic Excess Baggage Entitlement	2-6-10
Table 27	South Atlantic Air-bridge (SAA) Entitlements	2-6-11
Table 28	Tag Information	2-6-12
Table 29	Additional Tags	2-6-12
Table 29a	Table Concessionary Accounting Codes	2-7-10
Table 30	Akrotiri Joint Air Booking Centre	2-7-14
Table 31	Special Educational Needs (SEN) Codes	2-9-B-1
Table 32	NATO Travel Order Valid Countries	2-14-5
Table 33	Traveller Category and Description	2-16-4
Table 34	Commercial Air Out of Policy Reason Codes	2-16-4
Table 35	DT POT Codes	2-16-5
Table 36	DT SVC	2-16-5
Table 37	Passenger Headings	3-1-5
Table 38	Large Parties	4-2-2
Table 39	Purpose of Travel (POT) Codes	4-3-A -1
Table 40	Service Codes (SC)	4-3-A -1
Table 41	SC / POT and Local Project / Resource Account Code Relationship	4-3-A -2
Table 42	Default RACs for UIN Based POT 6 Bookings	4-3-A -2
Table 43	Sleeper Reservation Booking Form	4-3-B-1
Table 44	Method of Movement	5-4-3

INTENTIONALLY BLANK

PASSENGER TRAVEL INSTRUCTIONS

PART 1 - MOVEMENT OF PASSENGERS GENERAL

CHAPTER 1 - AUTHORITY FOR THE MOVEMENT OF PASSENGERS

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	1-1-3
Responsibility for Passenger Movement		
2	Authority to Travel	1-1-3
3	Entitlement to Travel	1-1-3
Royal Navy Authority for Movement		
4	List of Authorities	1-1-3
5	Authority for Temporary Duty Travel.	1-1-4
Army Authority for Movement		
6	Authority	1-1-4
Royal Air Force Authority for Movement		
7	Personnel on Posting	1-1-5
8	Temporary Duty	1-1-5
Guidance for The Preferred Mode of Travel Within The UK		
9	Method of Movement	1-1-5
Travel on Compassionate Leave		
10	Travel on Compassionate Leave	1-1-6
Aeromedical Evacuation		
11	RAF Aeromedical Evacuation (AE) service	1-1-6
12	Patient Privacy and Patient Priority	1-1-6
13	AT Optimisation	1-1-6
14	Movements personnel	1-1-6
15	Loading and Off Loading of AE Patients Under Engine Running Conditions	1-1-6

Visits to The Very Seriously Ill (VSI) – The Dangerously Ill - Forwarding of Relatives (Dilfor) Scheme

16	Visits to VSI	1-1-6
17	Entitlement	1-1-7
18	Regulations	1-1-7

Medical

19	Medical Requirements	1-1-7
----	----------------------	-------

Valid Objections to Flying by Families - Rules for Travel by Surface Means

20	Explanation	1-1-7
21	Automatic Transfer	1-1-7
22	Surface Travel	1-1-7
23	Air Movement	1-1-7

Authority to Carry Non-Entitled Passengers in HM Ships And RFA

24	Authority	1-1-7
25	Regulations	1-1-7

Repatriation to Other Than UK

26	Entitlement	1-1-7
27	Movements arrangements	1-1-8

Privately Arranged Passages

28	Aim of Privately Arranged Passage (PAP).	1-1-8
----	--	-------

Baggage

29	Baggage Entitlements	1-1-8
----	----------------------	-------

Passports and Visa Regulations

30	Passports and Visa Regulations	1-1-8
----	--------------------------------	-------

List of Tables

Table	Title	Page
2	Publications Authorising Entitlement, Methods and Class of Travel	1-1-3
3	Authority for the Permanent Movement of Navy Personnel, ND civilians and their Families	1-1-3
4	Authority for the Movement of RAF personnel, civilians and their families	1-1-5

INTRODUCTION

1. **Introduction.** Part 1 provides information regarding the authority to travel within each single service or TLB and identifies the documents in which the authority is contained. Guidance is provided to identify the preferred method of travel as well as those regulations concerning Privately Arranged Passages (PAP) where personnel may be eligible to elect to travel by alternative means. Details of where to find information regarding aeromedical evacuation, compassionate, DILFOR (and VSI), surface travel, baggage, passports and visas is also contained within this chapter.

RESPONSIBILITY FOR PASSENGER MOVEMENT

2. **Authority for Travel.** The responsibility for ordering travel on duty rests with single Service authorities. The entitlements, methods and class of travel authorised for Service personnel and civilians for journeys undertaken at public expense are detailed in the publications listed at Table 1.

Table 1: Publications Authorising Entitlement, Methods and Class of Travel

Service Personnel	Navy	BR 8587 Naval Leave and Travel Regulations
	Army	Regulations for Army Allowances and Charges (RAAC) Army Code 10 (Rev 1996)
	Air Force	QRs for the RAF, AP3392 (2nd Edition) Vol 2: Pay and Personnel Documentation
	Joint Service	JSP 751 – Joint Casualty and Compassionate Policy and Procedures JSP 752 – Tri-Service Regulations for Expenses and Allowances JSP 754 – Tri-Service Regulations for Pay and Charges JSP 760 – Regulations for Leave and Other Types of Absence
UK Based Civilians (UKBC)	MOD wide and DE&S	MOD Civilian Travel Manuals and MOD Civilian Transfer Manuals Volumes 1 and 2
Auxiliary and Reserve Service Personnel	RFA	BR 875 Regulations for RFA
	Reserve Forces	AP 3392 (2nd Edition) Volume 7 JSP 753 – Mobilisation of Reserves

3. **Entitlement to Travel.** Information regarding entitlement of personnel to travel by air on Military AT aircraft is detailed in Part 2 Chapter 2.

ROYAL NAVY AUTHORITY FOR MOVEMENT

4. **List of Authorities.** The Authorities listed at Individual Reinforcements. The MOD (MO1, MO2 or MO3) are responsible for the selection of individuals for movement to, from and between commands and to decide the method of movement to be used.

Table 2: Authority for the Permanent Movement of Navy Personnel, ND civilians and their Families

Officers	RN Officers Royal Marine (RM) Officers Medical, Dental and QARNNS Officers, Chaplains	Director General Human Resources (Navy) (DGHR(N))
Ratings	All RN, RM and QARNNS ratings	
RFA	Officers and Ratings	COMRFA
Civilian Staff - Permanent Transfers	(1) Industrial and non-industrial staff, except as at (2)	The appropriate MOD civilian management branch. (Heads of Departments at outstations may authorise the transfer of industrial and non-industrial staff in certain circumstances)
	(2) Professional, scientific, technical and drawing office staffs at HQ and outstations	The appropriate MOD civilian management branch

5. **Authority for Temporary Duty Travel.** Authority to sanction temporary duty movement rests with the appropriate temporary duty travel and subsistence budget holder.

ARMY AUTHORITY FOR MOVEMENT

6. **Authority.** The Authorities listed below are responsible for authorising the permanent movement of Army personnel, civilians and their families:

- a. **Units - Operational Movement.** The MOD (MO1 Deployments) is responsible for the selection of units for movement to, from and between commands and decides the method of movement to be used. Responsibility for the movement of a command rests with the CinC.
- b. **Individual Reinforcements.** The MOD (MO1, MO2 or MO3) are responsible for the selection of individuals for movement to, from and between commands and to decide the method of movement to be used.
- c. **Units - Exercise Movement.** Commands are responsible for the selection of units (including TA), and for their movement in connection with exercises. The Defence Exercise Coordinating Committee (DECC), issues annual forecasts of exercises, indicating the method of movement to be used and the authorised staff tables for units involved. The responsibility for the movement of units on training within the UK is delegated to Army Divisions / Districts. Where movement involves more than one Division, the despatching Division/District undertakes the necessary coordination.
- d. **Postings of Individuals.** The routine posting of officers is the responsibility of the Personnel Branches under the control of the Military Secretary (MS). The responsibility for posting soldiers rests with the Army Personnel Centre (APC) in Glasgow.
- e. **Service Families.** Authority for the movement of Service families lies with the MOD (MS and the APC). In the UK, policy on Service family movement is the responsibility of the MOD (PS4). Acceptance of the family by the overseas command concerned constitutes final authority for movement.
- f. **Temporary Duty Visits - Overseas.** The procedure for obtaining an authority for a temporary duty visits is contained in JSP 760¹ / AGAls Volume 1, Chapter 2. Financial authority must be sought from the appropriate budget holder.
- g. **UKBC and their Families.** The appropriate MOD personnel branches are responsible for authorising the movement of Army civilians and their families.
- h. **Authorities and Regulations for the Movement to and from the Scottish Islands.** Movement to and from the Scottish Islands is as follows:
 - (1) **Postings.** Authority to move is as described in Sub Paragraph d.
 - (2) **Temporary Duty.** Authority for temporary duty travel is JSP 752². The normal method of travel is civil air. Travel to Benbecula requires prior staff clearance iaw JSP 760¹ / AGAls Volume 1.
 - (3) **Leave Travel.** The regulations for leave travel for Service personnel and their families are contained in the JSP 760 / Army Leave Manual 1976. The normal method of travel is civil air to the nearest mainland civil airport and onward travel by surface means.

¹ JSP 760: Regulations for Leave and Other Types of Absence

² JSP 752: Tri-Service Regulations for Allowances

ROYAL AIR FORCE AUTHORITY FOR MOVEMENT

7. **Personnel on Posting.** The movement on posting of RAF Service personnel, civilians and their families is authorised by the departments listed at Table 3.

Table 3: Authority for the Movement of RAF personnel, civilians and their families

Officers	Air Secretary's Department, except for officers of the following branches:	
	Medical	Deputy Surgeon General
	Dental	Director of Dental Services
	Chaplain	Chaplain in Chief
Other Ranks	Aircrew	Air Secretary's Department
	Ground Personnel	PMA, HQ AIR
PMRAFNS	Matron in Chief PMRAFNS	
UKBC	The appropriate personnel management branch	
Accompanied Families	Stn Cdr (Call Forward of Families) (CALLFAM)	
Unaccompanied Families	Stn Cdr of overseas unit	
Families of UKBC	Appropriate civilian management sponsor branch through CALLFAM system	

8. **Temporary Duty.** The movement of RAF Service personnel, civilians and their families on temporary duty is authorised by individual budget holders.

GUIDANCE FOR THE PREFERRED MODE OF TRAVEL WITHIN THE UK

9. **Method of Movement.** The method for the movement of passengers at public expense within the UK is to be determined by the appropriate budget holder, who is responsible for ensuring that the movement is made in the most cost-effective manner. General guidance is as follows:

- a. **Duty.** For duty journeys, Service personnel may use privately owned motor vehicles in the circumstances permitted in Service regulations. If the overall cost, including subsistence, is less than movement by rail, commercial air may be used for UK duty movement.
- b. **Posting.** On posting from one duty station to another, and on retirement, discharge or transfer to the Reserve, subject to sub paragraph c below, Service personnel may choose between rail transport, hire car, commercial flight (see Part 2, Chapter 1 Paragraph 10) and the use of a privately-owned vehicle.
- c. **Leave.** Personnel should refer to the JSP 752² for entitlement and management of leave travel.
- d. **Residence to Place of Duty.** Service personnel may use the most convenient means for daily commuting between their residence and place of duty as permitted in Service regulations.
- e. **Illness or Bereavement.** In the case of bereavement or illness, movement within UK and from overseas is to be the most convenient and expedient available at the time.
- f. **Transfer of UKBC.** The movement of UKBCs will always be by official means unless private arrangements have been authorised by the appropriate management authority.
- g. **Families of Service Personnel.** Where appropriate, the provisions of sub paras a-f also apply to the families of Service personnel.

TRAVEL ON COMPASSIONATE LEAVE

10. The regulations governing travel on compassionate leave and compassionate travel for spouses/civil partner and young children are contained in JSP 751³.

AEROMEDICAL EVACUATION

11. **RAF Aeromedical Evacuation (AE) service.** If an entitled patient requires air transportation, the RAF AE service must be used; AP3394 refers. The UK Aeromedical Evacuation Control Centres (AECC) is located at RAF Brize Norton and can be contacted on 95461 5300 (0044 1993 895300). All patients entered into the AE system will be assigned a clinical Priority, Classification and Dependency iaw AP3394 Leaflet 2-02.

12. **Patient Privacy and Patient Priority.** There are 2 areas of concern to the medical environment when an aircraft is tasked concurrently against AE and other tasks; that of patient privacy and patient priority of movement.

a. Patient privacy is of great importance. Notwithstanding the constraints associated with the physical environment of AT, it is necessary to afford the patient an appropriate degree of privacy and all possible measures should be taken. This principle must apply to what is able to be heard as well as what is able to be seen.

b. The level of priority the patient's movement receives over any other task will be driven by the patient Priority, Classification and Dependency code. It is imperative that AE patients are afforded a high priority of movements, both for tasking, enplanement and disembarkation. Allocation of patients to aircraft remains the responsibility of the CAMA, such as the local FMCC in an operational Theatre.

13. **AT Optimisation.** To fully optimise AT, AE patients can be emplaned with other passengers and freight. Critical care patients (CCAST) may also be flown with general passengers, other AE classes of patient and human remains. AECC at RAF Brize Norton should be contacted if further information or guidance is required for specific AE patient movements. Alternatively, within a Theatre of operations, the AE Liaison Officer (AELO) and the Ops Officer (AEOO) will be contacted through the Hospital or the Theatre HQ.

14. **Movements personnel** assisting with the enplanement/disembarkation of AE patients and passengers are to consider patient privacy and priority of movement and consideration should be made to the following.

a. The AE team leader should be fully consulted regarding enplanement and disembarkation of passengers on aircraft carrying AE patients.

b. If circumstances allow and the AE team leader has been consulted, consideration should be given to the concurrent enplanement/disembarkation of passengers and AE patient. Consideration should always be given to the privacy and comfort of the patient.

15. **Loading and Off Loading of AE Patients Under Engine Running Conditions.** AE Patients should not be loaded to or off loaded from an aircraft under engine running offload conditions unless operationally essential. In these instances, the provision of protective clothing or equipment for patients is the responsibility of the AE team leader.

VISITS TO THE VERY SERIOUSLY ILL (VSI) – THE DANGEROUSLY ILL - FORWARDING OF RELATIVES (DILFOR) SCHEME

16. **Visits to VSI.** DILFOR is the acronym used for the arrangements under which Service personnel (Regular or deployed Reservists) and their spouses or registered civil partners, who are

³ JSP 751: Joint Casualty and Compassionate Policy and Procedures

VSI or Seriously Ill (SI) abroad, may on medical recommendation, be visited by authorised persons at public expense when:

- a. The individual is likely to be still on the VSI/SI list when the visitor arrives.
- b. The possibility of evacuation of the casualty before the arrival of the visitor is remote.

17. **Entitlement.** The entitlement will be authorised by the JCCC in accordance with the entitlement as set out in the JSP 751.

18. **Regulations.** The regulations governing the DILFOR scheme are contained in current DINs in addition to JSP 751 for Tri-Service application.

MEDICAL

19. **Medical Requirements.** Information detailing medical requirements for overseas travel is contained in Part 2 Chapter 13.

VALID OBJECTIONS TO FLYING BY FAMILIES - RULES FOR TRAVEL BY SURFACE MEANS

20. **Explanation.** In certain circumstances, consideration can be given to valid objections to flying. As a measure to limit the number of applications and to ensure the decision not to fly has not been taken lightly, a full explanation as to why air passage cannot be undertaken should be submitted to unit personnel staff. Where appropriate, this should be supported by a medical certificate.

21. **Automatic Transfer.** The fact that one member of the family has been authorised to travel by surface means does not automatically confer the concession to other members of the family. Each case is to be considered on its individual merits.

22. **Surface Travel.** Where a Service person for medical reasons, is authorised to travel by surface means to and from an overseas station where a trooping or charter flight is ordinarily available, and unless the Service medical authorities certify that he must be accompanied, his/her family are to travel by the normal air trooping route or by commercial air, where that remains the most economical method.

23. **Air Movement.** Where Service personnel would normally be required to travel by air and their families were authorised to travel by the surface route, Service personnel could be permitted to accompany their family providing a medical certificate is made available to the Service medical authorities issued by the family doctor stating that the spouse/civil partner is unfit to make the journey unaccompanied. Other circumstances which merit exceptional consideration are to be referred to the appropriate HQ personnel staffs. For all flights from the UK, The DSCOM Families Section will book a duty flight.

AUTHORITY TO CARRY NON-ENTITLED PASSENGERS IN HM SHIPS AND RFA

24. **Authority.** In special circumstances and subject to prior approval of CinC Navy, or other authority exercising full command, non-entitled passengers may be granted passage in HM ships. Financial authority must be sought from the appropriate budget holder.

25. **Regulations** concerning the carriage of passengers in RFA ships are contained in BRd 875

REPATRIATION TO OTHER THAN UK

26. **Entitlement.** If a repatriation passage from a station overseas to a place of domicile other than the UK is required, application to establish entitlement must be made to the appropriate personnel branch of the RN, Army or RAF through normal channels.

27. **Movements arrangements** are not to be made until confirmation of entitlement has been received from the appropriate Service personnel branch or, for the Army, MCM Divs under the authority of JSP 752.

PRIVATELY ARRANGED PASSAGES

28. **Aim of Privately Arranged Passage (PAP).** The aim PAP of a is to provide assistance towards the travel costs incurred by Service personnel and accompanying immediate family when they are required to make a duty journey on assignment but, for personal reasons, they choose to travel by other than the recognised flight route⁴. Regulations concerning PAPs are contained in the JSP 752 Chapter 4 Section 8.

BAGGAGE

29. **Baggage Entitlements.** Information regarding accompanied air baggage allowance can be found at Part 2, Chapter 6. The overall baggage entitlements are listed in the following publications:

- a. **Servicemen and Families:**
 - (1) JSP 752.
- b. **UKBC and Families:** [Civilian Detached Duty Expenses](#).
- c. **RFA:** BRd 875.

PASSPORTS AND VISA REGULATIONS

30. **Passport and Visa Regulations.** Information and guidance for overseas passport and visa regulations is contained in JSP 752 Chapter 10 Section 13 and Part 2 Chapter 14 of this JSP. Further information for UKBC is available in MOD Civilian Transfer Manual Volume 2. For overseas locations, guidance on passport and visa formalities should be obtained from the local Service authorities or British Consulate.

⁴ This includes travel by alternative route, transport or a different class of travel.

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 1 - PROVISION OF AIRLIFT

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-1-2
Air Trooping		
2	Definition of Air Trooping	2-1-2
3	Normal Trooping Services	2-1-2
4	Alternative Provision	2-1-2
Commercial Air Passages		
5	Use of Commercial Flights	2-1-2
6	Authorisation of Commercial Air Passages	2-1-3
7	Authority for Use of Commercial Airlines Overseas	2-1-3
Authority For Use Of Commercial Airlines Within The British Isles		
8	Value for Money	2-1-3
9	Formed Units	2-1-3
10	Security for Commercial Air Passages	2-1-3
Class Of Travel		
11	Classes	2-1-3
12	Class Groupings	2-1-3
13	Eligibility	2-1-4
14	Variations to Class of Travel	2-1-4
15	Families Travelling Commercial Air	2-1-4
16	Financial Authority	2-1-4
17	School Children's Visits	2-1-4

List Of Tables

Table	Title	Page
5	Eligibility by Rank / Grade	2-1-4

INTRODUCTION

1. **Introduction.** Chapter 1 concerns the Policy for the provision of airlift for the movement of personnel, identifying the authority, eligibility and class of travel entitlements. This chapter identifies where air transport may be the normal method of movement for personnel travelling overseas, and how it may be provided by either military Air Transport, Part-Charter, Charter or Commercial airlift for units, individuals, service families and for other MOD sponsored passengers. Further details on airlift is detailed in Chapters 2 and 3.

AIR TROOPING

2. **Definition of Air Trooping.** The scheduled airlift, including charter schedules, which is provided by DSCOM, and dedicated part-charter business travel, provided by Defence Travel (DT), to support MOD personnel in overseas postings. The amount of airlift provided is calculated based on the travel requirements of the overseas bases and routes will be funded accordingly.

3. **Normal Trooping Services.** Aggregated bids¹ for passenger movement by air from the UK and each overseas theatre, including Germany and Cyprus, are consolidated by Movement Operations, DSCOM, who make the necessary arrangements to supply the airlift. This may be provided by HQ 2 Gp through the Airlift Allocation Committee [AAC] or by chartered civilian aircraft. The trooping services currently provided between the UK and overseas destinations are listed below and further information on airlift is detailed in Part 2 Chapter 4:

a. **Long Range (LR) Air Trooping Services.** LR air trooping services are operated between the UK and:

- (1) **Ascension Island.** Whole Charter, through DSCOM.
- (2) **Falkland Islands.** Whole Charter, through DSCOM.
- (3) **Washington DC.** Discounted Economy Travel through DT.
- (4) **Nepal.** Dedicated business travel, through DT.
- (5) **Brunei.** Through DPRC.

b. **Short Range (SR) Air Trooping Services.** SR air trooping services are operated between the UK and:

- (1) **Paderborn.** Whole Charter, through DSCOM.
- (2) **Akrotiri (Cyprus).** HQ 2 Gp.

4. **Alternative Provision.** Exceptional traffic demands may necessitate the operation of flights on days other than those on which they normally operate, and the temporary suspension of the standard flight schedule. In such cases when additional flights are programmed, they are usually operated by AT or civil charter aircraft.

COMMERCIAL AIR PASSAGES

5. **Use of Commercial Flights.** The booking of seats on commercial flights may be permissible to destinations not served by air trooping services, or to which service flights are not available within a reasonable period of the date of travel required (for assignment journeys see Part 1, Chapter 1, Paragraph 31). Passage is arranged by the appropriate booking office, after financial approval has been obtained from the appropriate budget holder. Full advantage is to be taken of any rebated fares, reduced fares or discounted fare offers (DFO) applicable to the journey

¹ Articulated as Statements of Movement Requirement (SOMR) through sponsoring FLCs or PJHQ.

authorised. Further information on booking procedures and restrictions are outlined Chapters 2, 4 and 16. Restrictions on travel are to be in line with current governmental policy.

6. **Authorisation of Commercial Air Passages.** Movement by scheduled services operated by commercial airlines is generally more expensive than movement by Service means. Movement by commercial airline is not to be authorised except in the following circumstances and only with prior approval of the appropriate budget holder:

- a. No other suitable transport is available within the essential timescale.
- b. When the cost of conveyance by commercial airline is cheaper than authorised transport taking into account the cost of terminal land travel, the cost of transporting heavy baggage separately and the cost of any travelling and subsistence allowances that would be admissible.

7. **Authority for Use of Commercial Airlines Overseas.** Budget holders may, at their discretion, authorise movement by commercial airlines where no suitable surface transport exists and when no AT or charter flight is available.

AUTHORITY FOR USE OF COMMERCIAL AIRLINES WITHIN THE BRITISH ISLES

8. **Value for Money.** Where it can be shown that air travel is more economical than rail travel, budget holders may authorise inland air travel on commercial routes in the UK. A more expensive air option may be authorised with the agreement of the Budget Holder where there is a marked benefit to the service in terms of time saved weighed against additional costs. However, before commercial air travel is authorised a comparison is to be made between the total costs of the air journey (including transit to and from airports, etc) and those of the surface route (including T&S, sleeper berths, etc).

9. **Formed Units.** The movement of formed units by commercial airlines within the British Isles is not to be arranged except on instructions of Movement Operations, DSCOM.

10. **Security for Commercial Air Passages.** As a security precaution, when a commercial air passage is booked, the Service booking agency is to request the commercial airline or agency to omit Service rank or other military detail from the air ticket.

CLASS OF TRAVEL

NOTE: ANY DEPARTMENTAL OR LOCAL RESTRICTION TO TRAVEL SUPERSEDES ANY ENTITLEMENT TO LEVEL/CLASS OF TRAVEL AS OUTLINED BELOW. REFER TO '2012DIN01-250, EXTENSION OF RESTRICTIONS ON CLASS OF TRAVEL' FOR THE CURRENT DIRECTION REGARDING CLASS OF TRAVEL

11. **Classes.** When duty travel by commercial means is authorised, the nominal level of class of travel entitlement is as outlined in the following paragraphs. (Note: Leave travel is at Level 3).

12. **Class Groupings.** Since the nomenclature for classes of travel varies between airlines, the three broad groupings of class will be referred to as Level 1, 2 and 3 within all MOD establishments. These levels equate to classes of travel as follows:

- a. Level 1 – First Class
- b. Level 2 - Business or Club and Premium Economy Classes
- c. Level 3 – Economy Class

The above are common terms for class of travel but the list is not exhaustive. Flight bookings are to be the most economical available within the Level 1, 2 and 3 groupings above. Within classes

there may be a variety of types of tickets. The most economical ticket should be booked through the appropriate booking office, compatible with the requirements of the official duty and the agreement of the Budget Holder.

13. **Eligibility.** When duty movement is by commercial airline (as opposed to MOD charter or part-charter), the following entitlements based on flying time may apply: (Note: flying time is taken to be the total number of flying hours to the destination irrespective of the number of stages, unless the journey is broken by an overnight stop, in which case the total flying hours in one day shall dictate the class entitlement).

Table 1: Eligibility by Rank Grade

Flying Time	Composition of levels offered per Flight	Eligibility by Rank Grade		
		4-Star Service Officers and above	2-Star Service Officers and Above	All Other Serving Personnel and
2.5 hours or less	1/3	3	3	3
	2/3	2	2	3
	1/2/3	2	2	3
Over 2.5 hours	1/3	1	1	3
	2/3	2	2	2
	1/2/3	1	2	2

14. **Variations to Class of Travel.** Travel in a level/class lower than the normal entitlement should be with the mutual consent of the budget holder and the traveller, although the authority for travel remains with the budget holder. The next higher level/class of travel may be permitted in the following circumstances:

- If travellers can demonstrate that strict application of the above entitlements would not result in a higher overall cost of a journey.
- Where flights are of 4 hours duration or longer, 1-Star Service officers (and equivalent civil service grades) may travel level 1 when no level 2 seat is available.
- Where an officer necessarily travels in company with another entitled to a higher level/class of travel in order to discuss or deal with official business.
- When an officer necessarily travels for official reasons in company with a person who is neither a UK civil servant nor an officer of the British Armed Forces who is travelling in a higher level/class.
- When the officer is head of a British Mission abroad or the senior HM Government officer serving in a representative capacity at a station abroad.

15. **Families Travelling Commercial Air.** In accordance with budgetary guidelines, families accompanying entitled personnel may be allocated the same class as that which the head of the family is eligible. Unaccompanied families are to travel in the most economical class available.

16. **Financial Authority.** Variations to the above regulations require prior financial authority from the Budget Holder.

17. **School Children's Visits.** School children's visits by civil air made under the terms of Chapter 8 will be undertaken by the most economical means within level 3.

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 2 - ENTITLEMENT TO AIR TRAVEL ON SERVICE PROVIDED AIR TRANSPORT

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-2-3
2	Passenger Categories	2-2-3
3	Enquiries	2-2-4
Full Fare Paying Passengers		
4	South Atlantic Airbridge (SAA)	2-2-4
5	Military Registered Aircraft	2-2-4
Repayment Passengers		
6	Repayment	2-2-4
7	Normal Entitlement	2-2-4
8	Service Personnel and UK-Based Civilians	2-2-4
9	Dependants and Others	2-2-4
10	MOD Contractor's Staff	2-2-6
11	Non-MOD Contractors	2-2-7
12	Media Representatives	2-2-7
13	Cadet Forces	2-2-7
14	Welfare Organisations	2-2-7
15	Families of Welfare Staff	2-2-7
Concessionary Travel		
16	Authorisation	2-2-9
17	Part-Charter Routes	2-2-9
18	Concessionary Travel Charge	2-2-9
19	Further Information	2-2-9
VIP Movement		
20	Persons Defined as VIPs for Air Movement	2-2-9
21	Booking on Number 32 (The Royal) Squadron, RAF Northolt	2-2-10
22	Other AT Flights (Long Range) and MOD Charter	2-2-10
23	VIP Movement on Commercial Flights	2-2-10
24	Local Arrangements	2-2-10

Passages by Air for Infants and Expectant Mothers

25	Normal Limitations	2-2-10
26	Limitations on Travel	2-2-10
27	Infants under One Week Old	2-2-10
28	Twin Pregnancy	2-2-10
29	Application of Rules	2-2-10
30	Aeromedical Flights	2-2-11

Passenger Complements – Families

31	Policy	2-2-11
32	Assistance for Personnel Travelling with Infants	2-2-11
33	Exceptions	2-2-11

Service Children's Educational Visits

34	Service Children's Educational Visits	2-2-11
----	---------------------------------------	--------

Carriage of Servicemen Under Escort and Servicemen Under Sentence

35	Normal Guidelines	2-2-11
36	Escorts	2-2-11
37	Absentees and Deserters Returning to NWE	2-2-12
38	Carriage of Servicemen under Sentence (SUS), Absentees and Deserters between NWE and the UK	2-2-12
39	Carriage of SUE, Absentees and Deserters World-Wide, other than NWE and the UK	2-2-12
40	Reception of SUE (NWE)	2-2-12
41	Booking Passages and Arranging Escorts for Prisoners	2-2-12

Carriage of Foreign Nationals

42	General	2-2-12
43	Pre-Notification of Non-EU Nationals	2-2-13

Restrictions on The Emplanement Of Passengers in C130, C17 And A400M Aircraft

44	Introduction	2-2-13
45	Restrictions on Service Personnel	2-2-13
46	Restrictions on Civilian Passengers - Administrative Movement	2-2-13
47	Civilian Administrative Moves on A400M	2-2-14
48	Restrictions on Civilian Passengers - Operational Movement	2-2-14
49	Restrictions on Concessionary Travel	2-2-14
50	Carriage of Concessionary Travel Passengers	2-2-14

Exemption to Travel on RAF AT

51	Application for Authority to be Exempt Travel on RAF AT	2-2-14
----	---	--------

52	Telephone Requests	2-2-15
53	Contact Details	2-2-15

Passenger Priorities

54	Introduction	2-2-15
55	Local Variations	2-2-15

Annex A	Application for The Authority to Be Exempt Travel on RAF Air Transport	2-2-A-1
----------------	---	----------------

List of Tables

Table	Title	Page
6	Welfare Organisations	2-2-6
7	Categories Authorised Concessionary Travel Status	2-2-8
8	Persons Defined as VIPs for Air Movement	2-2-9
9	Definition of Passenger, Flight and Authority	2-2-13
10	Passenger Priorities	2-2-16

INTRODUCTION

1. **Introduction.** Carriage of personnel on military air transport (AT) is necessarily restricted to those personnel who are authorised and entitled to travel. Chapter 2 identifies those personnel, both military and civilian, who may be entitled to travel by air on military AT or other service provided air transport and under what circumstances or status. Where there may be limited availability, information is provided on the priority for enplanement of passengers. Direction on the restrictions for the carriage of personnel, in particular civilian personnel, in C17, C130 and A400M aircraft is also provided.

2. **Passenger Categories.** An entitlement to travel by air on service transport is classified under one of the following groups described below.

a. **Entitled:**

(1) UK Service personnel and their families, when authorised to travel at public expense (including leave travel when authorised at public expense).

(2) MOD civilian personnel and their families and personnel of the Royal Fleet Auxiliary (RFA) when authorised to travel at public expense (including leave travel when authorised at public expense).

(3) Personnel of other countries Defence Staffs travelling on national duty who, under reciprocal arrangements [Implementation Agreement/ACSA, EACC etc], may occupy spare seats.

(4) UK and non-UK nationals sponsored and authorised by the Operational HQ, who are travelling in the military, national and/or multi-national interest. Repayment regulations as detailed in Part 2, Chapter 2, Paragraphs 06 - 15 will apply as necessary.

(5) Spouses¹ of 3 / 4 Star officers where the officer is invited to a representational visit overseas at which the spouse has a significant representational role. For the Chiefs of Staff, applications for approval for spouse travel are to be made to the Co-ordination of Overseas Visits Working Party. Applications for spouse travel of other 3/4 star officers should be made to the relevant Command Secretary / Senior Finance Officer. For non-representational visits, see the concessionary travel policy in Chapter 7.

(6) Spouses¹ of 1-star officers and above, where the officer is making a duty visit within the UK and the spouse has a complementary welfare role to play or where the officer concerned is representing the Government, the MOD or a CinC and an official invitation has been extended to the spouse. Applications for approval of duty spouse travel should be made to the relevant Command Secretary or Senior Finance Officer.

b. **Pre-Entry Cadet Forces / Potential Officers.** Members of the pre-entry cadet forces (OTC / UAS / URNU) when travelling on officially sanctioned duty visits (including adventurous training), are permitted to travel at public expense on RAF AT and MOD Charter aircraft. Potential officers who are not members of these organisations (i.e. do not have Service Numbers) are classed as civilians and are not entitled to travel at public expense. Enquiries related to the travel by air of potential officers should be directed to PS4 (A) Recruiting Group HQ at Upavon.

c. **Repayment.** This category comprises all passengers who may be carried on RAF and MOD charter flights where there is no entitlement to travel at public expense or travel is inappropriate. The regulations governing the carriage of repayment passengers, who may be carried on payment of a charge, are at Part 2, Chapter 2 Paragraphs 06-15.

d. **Concessionary Travel.** This category consists of certain passengers who, although not entitled to travel at public expense, may be allowed passage on RAF and MOD full charter aircraft when spare seats are available, on payment of administrative, messing and accommodation charges (see Part 2, Chapter 2 Paragraph 18, and Chapter 7). Full details and general regulations governing concessionary travel are contained in Chapter 7.

3. **Enquiries.** In the first instance, queries concerning travel entitlements not covered by these regulations are to be addressed to SO2 Movements Policy, Jt User and Policy, ACDS (Log Ops). Information relating to passenger priorities is detailed in Part 2, Chapter 2, Paragraph 53, and Table 10.

FULL FARE PAYING PASSENGERS

4. **South Atlantic Airbridge (SAA).** The SAA is the only Military AT that is approved to transport fare paying passengers. Commercial fare paying passengers are only permitted to travel on the South Atlantic Airbridge when the service is operated by an aircraft registered on the civilian aircraft register (CAR) and therefore regulated by the Civilian Aviation Authority (CAA). Fare paying passengers are not permitted to travel on military aircraft that form part of the military aircraft register (MAR).

5. **Military Registered Aircraft.** In extreme situations, special dispensation can be granted to permit the carriage of fare paying passengers on MAR aircraft but only where not doing so would have a significant impact on defence or wider HMG priorities. Suitable Ministerial delegation or direct approval is required before the MOD is permitted to grant an exception. Further detail is referred to in local JFC HQ policy on the carriage of fare paying passengers on the South Atlantic Airbridge.

¹ For the purposes of this JSP spouse includes same sex partners who are in a registered civil partnership.

REPAYMENT PASSENGERS

6. **Repayment.** Repayment passengers are those passengers who, though not entitled to travel at public expense, may, on specific authorisation be carried on RAF aircraft employed on routine trooping or on civil trooping aircraft chartered wholly by the MOD. The concession is permitted on the basis that there is irreducible spare capacity; therefore, no repayment carriage is available on part-charter routes. Authority for repayment passengers can only be granted by Air-DResFin-Cost Cell, normally through SO2 Movements Policy, Jt User & Policy, Defence Logistics Policy. Therefore, decisions on abatement for repayment for Air passengers rests exclusively with HQ Air. Baggage allowance for all repayment passengers is restricted to 20 kg (44 lbs).

7. **Normal Entitlement.** Passages (including return travel where appropriate) may be granted for the categories of entitled passengers and in the circumstances as detailed in Part 2, Chapter 2, Paragraphs 08 -15.

8. **Service Personnel and UK-Based Civilians.** (See Note 1). Regular serving members of the UK armed forces, UK-based civilians of the MOD, and those UK-based civilians of Partners Across Government (PAG) for whom the MOD normally arranges passage, are eligible in the following circumstances:

- a. Passengers who have compassionate reasons for visiting the UK but who do not qualify for compassionate leave or free travel under existing regulations, may be granted passages on the approval of the overseas command HQ.
- b. Passengers purchasing their discharge overseas who are not entitled to a passage to the UK at public expense.
- c. Passengers whose travel by service means is deemed appropriate, but who are not entitled to travel at public expense.

9. **Dependants and Others.** Dependants of Service and civilian personnel described above are eligible in the following circumstances:

- a. Spouses, where a visit overseas by a 3 or 4 star officer is not accepted as representational but has some Defence interest and it is desirable that the spouse should accompany the officer with a guaranteed seat.
- b. Dependants who have compassionate reasons for visiting the UK but who do not qualify for compassionate leave or free travel under existing regulations, may be granted passages on the approval of the HQ of the overseas command.
- c. Dependants who have made their own way to an overseas unit and who, for service reasons, should return to the UK.
- d. Dependants of personnel purchasing their discharge overseas who are not entitled to a passage to the UK at public expense.
- e. Nannies and authorised childcare providers² are entitled to travel on Mil AT, however, they will be charged at the repayment rate for this travel, not at the concessionary rate.
- f. Unmarried children, relatives (including mothers-in-law and grandparents) not covered by para 9e, who are normally resident with and travelling with an entitled passenger on posting, and who intends to remain with the family for the whole of their overseas tour are not entitled to travel at public expense.

² As defined in JSP 752

g. Sons and daughters of personnel serving who are either ineligible to visit their parents at public expense or are eligible to do so only once a year, (See Note 2) and who:

- (1) Although over 18 years of age are undergoing full-time education.
- (2) Are apprenticed to or are otherwise undergoing full-time training under a written agreement with their employers (this includes trainee nurses).
- (3) Are cadets or apprentices at a Service college, academy or school.

h. Relatives who wish to visit graves of personnel who are buried overseas. If the next of kin was not present at the funeral or attended at private expense, two relatives may be allowed return passages within two years of death. This concession is not admissible if relatives have made a previous visit to the grave at public expense (not applicable to North West Europe).

i. Relatives of personnel serving overseas where the wife of a serviceman has died and there are young children in the family needing care. A return passage may be granted to enable a close relative, e.g. the serviceman's mother, mother-in-law or sister, to join the serviceman for this purpose (not applicable to North West Europe).

j. Relatives or friends of personnel who die overseas where the widow wishes them to visit her to give aid and comfort, or where she is seriously ill or very seriously ill and the medical authorities consider a visit would be beneficial. Two relatives may be allowed return passages within three months of the death of the husband (not applicable to North West Europe).

Notes:

1. Passages under the terms of Part 2, Chapter 2 Paragraphs 8 and 9 are in no circumstances to be arranged on behalf of an individual in his or her private capacity. Family passages are generally only to be arranged in connection with the posting of an official or employee to or from an overseas area or in connection with his sponsored leave journeys.

2. Entitlement of the categories at Sub-Paragraphs above governing children will be limited to one return passage to the command in which the serving parent is serving in any complete period of 12 months reckoned from the date of departure from UK, and will cease when the boy or girl reaches the age of 21 years. Entitlement may, however, be extended to the end of the academic year (including the summer holidays) in which a child's 21st birthday falls. If there are special reasons, e.g. of a compassionate nature, that would make it preferable for a mother to join her children in the UK, such a visit may be authorised in lieu. Where it is not practicable for the mother to return to the UK, the father may return instead. A visit by or to the child of a divorced serviceman or official may not be made if the child is normally resident with its mother. (This paragraph is not applicable to North West Europe).

10. **MOD Contractor's Staff.** MOD Contractors are to be charged in accordance with current MOD policy; advice is obtainable from HQ Air, Air-DResFin-Cost Cell.

a. **SAA/FIRS.** MOD contractors are entitled to use the SAA and FIRS for movements of passengers and freight to the Falklands and Ascension Islands. Bids will be subject to operational requirement. In accordance with guidance on Circular Contracting Rules (JSP 368) PT agreements with MOD contractors should cover financial recompense for use of the SAA/FIRS. Advice on costs can be obtained from HQ Air - Air-DResFin-Cost Cell and on sealift costs from DES DSCOM-SEALIFT OPS SO2. PT/Contractors must identify their annual movements requirement to PJHQ J4 M&M and BFSAI J4 Log for inclusion in the Statement of Movements Requirement (SOMR).

11. **Non-MOD Contractors.** Those non-MOD Contractors travelling on the SAA (including contractors paid to work on non-publicly funded welfare amenities) will be charged iaw the Joint Policy Statement on the Carriage of Non-MOD Passengers and Freight on the South Atlantic Airbridge, issued by the MOD and FCO; advice is obtainable from HQ Air - Air-DResFin-Cost Cell.

12. **Media Representatives.** Media Representatives will be carried under the regulations detailed in JSP 579.

13. **Cadet Forces.** Members of the MOD sponsored Cadet Forces (Combined Cadet Force, Sea Cadet Corps, Army Cadet Force and Air Training Corps) accompanied by Cadet Force Adult Volunteers (CFAVs), undertaking official travel only (i.e. expeditions, summer camps), are eligible for travel on RAF AT and MOD Charter under the Concessionary Travel Scheme, details of which can be found at Chapter 7. Cadet Forces, as listed above, remain entitled to travel on a repayment basis if concessionary travel is not available. Application for travel should be staffed through, and authorised by the appropriate single-Service HQ to DPRC. Application for only one type of travel can be made at any time. Cadet Forces remain eligible for travel at the concessionary travel rate (see Table 7, and Chapter 7). Such cases should, if possible, be staffed by the relevant single-Service HQs through SO2 Movements Policy, Jt User and Policy, Def Log who have the overarching authority to grant permission to concessionary travel. Details for entitlement to concessionary travel can be found in Chapter 7.

14. **Welfare Organisations.** Officials and employees of those welfare organisations identified at Table 1 [and any other similar organisations approved for this purpose by the MOD], are eligible for air travel on RAF AT and MOD Charter, when travelling on official duty journeys for Service welfare purposes, or on recognised leave journeys, when such journeys are sponsored and the cost is borne by the welfare organisation.

Table 1: Welfare Organisations

Army Benevolent Fund	RAF Association (RAFA)
Catholic Women's League	RAF Benevolent Fund
Church Army	RN Benevolent Trust
Church of England Soldiers', Sailors' & Airmen's Clubs	RN Film Corporation
Church of Scotland Committee on Hut and Canteen work for HM Forces	RN Lay Readers
Council of Voluntary Welfare Work HQ Staff	Royal Sailors' Rest
Endeavour Trust	Salvation Army
European Christian Home Organisations for the Services (ECHOS)	Sailors', Soldiers' and Airmen's Homes
Guild of St Helena	Services Sound and Vision Corporation
Hibbert Houses	Soldiers' and Airmen's Scripture Readers Association
Malcolm Clubs	Soldiers, Sailors and Airmen Families Association (SSAFA)
Methodist Church Forces Centre	NAAFI
Naval, Military and Air Force Bible Society	The Mission to Military Garrisons
Toc H	YMCA/YWCA

15. **Families of Welfare Staff.** Families of members of the welfare organisations, shown in Part 2, Chapter 2, Paragraph 14, are eligible for travel at concessionary travel rates when travelling on journeys, sponsored and paid for by the parent organisation.

a. **Repayment Fares.** Charges for repayment passages are issued and updated by HQ Air - Air-DResFin-Cost Cell. These charges are based on full costs; if a sponsor wishes to make a business case for charge abatement, this should be submitted on the Defence Logistics Policy [Air Fare Abatement Form](#). Apart from passages for which HQ Air has authorised DPRC to accept repayment bookings, the charges for all passengers carried as repayment are to be paid in advance. No charge is made for children less than two years of

age not occupying a seat, but if a seat is allocated then a full charge is made. Children of two years or over are charged at the adult rate.

Table 2: Categories Authorised Concessionary Travel Status

CATEGORY	DEFINITION AND CONDITIONS
Service Sports Teams and Individual Sports Representation	In the UK, applications must be authorised by the MOD Navy, Army or RAF Sports Boards. Overseas, applications must be similarly authorised by Sports Boards, where constituted, or by the HQ Physical Education staffs. Applications must not exceed team size limits which have been agreed and are promulgated by the respective Sports Boards for each MOD-recognised sport. Sports travel is only permissible for full serving members of the Armed Services. If the team has a requirement to include either an MOD civil servant, other civilian or service dependant as a team leader, instructor or to constitute a cohesive team, a supporting case must be submitted with the application. Service sports teams from Northern Ireland are given higher priority than teams based elsewhere.
Adventurous Training Exercises	The same conditions as for Service sports teams apply. In addition, for Concessionary travel on adventurous training exercises, members of the Army Reserve, RAuxAF and RNR/RMR, when on duty, are eligible. Authority for the expedition must have been given by or single Service Headquarters or the Physical Education staff at overseas joint Headquarters
Unit Reconnaissance	When Army regiments are transferred to a new location to or from the UK, up to 3 wives nominated by the Regiment may accompany the reconnaissance to assess MQ and local facilities in the area and thereafter brief the regimental wives prior to the unit move. Applications for such travel must initially be endorsed by Army Command Staff.
Lecturers	Military or eminent civilian lecturers who have been invited by MOD or Service units to lecture on military, security or educational matters of direct benefit to the Defence community are eligible provided that a) they are not charging MOD a fee for their services or b) that any fee that they would otherwise levy would be a legitimate charge to the Defence vote. Such requests must be sponsored by the appropriate Joint or Single Service HQ in the UK or overseas. If a fee is being charged, repayment status is applicable.
Attendance at Meetings	Military and civilian defence staffs of a foreign country are eligible where there is no reciprocal airlift agreement with the UK, but whose attendance at MOD meetings is deemed essential, in the Service interest and no fee is being charged for their services. Such requests must be sponsored at Deputy Director level in the MOD or the Chief of Staff of the parenting Service HQ. If they are charging a fee, repayment status is applicable.
Welfare Cases	Where it is deemed to be in the Service interest a relative of a full serving member of the UK Armed Forces or a UK-based MOD civil servant may travel to assist an overseas-based Service family in a compassionate capacity. Such requests must be sponsored by the Personnel staff of the appropriate Joint or Single Service HQ and have Medical Staff endorsement, if appropriate.
Cadet Forces	By exception, cadets may be eligible for concessionary travel. Exceptional circumstances include: <ul style="list-style-type: none"> a. Aeromed - illness or injury when assessed by a qualified doctor leading to a missed flight. b. Compassionate - when confirmed by JCCC. c. Serious accidents All reporting of compassionate cases or serious casualties should be notified to the JCCC to ensure co-ordination across all relevant organisations and where necessary to assist in informing of NOK. In such circumstances, Cadet Force Adult Volunteers (CFAVs) would be expected to act as escorts to cadets at a ratio of 1:6 and would be permitted to travel at the concessionary travel rate. If no CFAV is available then UNMIN status may be authorised subject to the guidance given in Part 2, Chapter 2, Paragraphs 31 – 33.

CONCESSIONARY TRAVEL

16. **Authorisation.** Concessionary travel passengers may be carried in RAF AT and on MOD full-charter flights when there is no entitlement to air travel at public expense under other

regulations but travel is exceptionally justified in the National or MOD/Service interest. Allocation of concessionary travel does not guarantee the availability of seats and the Z Code Priority Policy will apply (see Chapter 2, Table 10 and Chapter 7 for more details). Seat allocation is normally advised at the 48-hour point prior to flight departure and is only valid one-way. Baggage allowance for all concessionary travel passengers is restricted to 20 kg (44 lbs).

17. **Part-Charter Routes.** There is no concessionary travel available on MOD part-charter routes.

18. **Concessionary Travel Charge.** The MOD is not generally permitted to carry MOD and non-MOD passengers without charge, so a charge to offset ancillary expenditure for concessionary travel passengers will be made. Decisions on abatement, outside of the recognised entitlement for concessionary travel for air passengers, rests exclusively with HQ Air. Further information is provided in Chapter 7.

19. **Further Information.** The Policy direction detailed in Chapter 7 must be adhered to when applying for concessionary travel.

VIP MOVEMENT

20. **Persons Defined as VIPs for Air Movement.** The categories of persons defined as VIPs for the purposes of air movement in Service aircraft are shown in Table 3.

a. **VIP Booking Procedures on Command Support Air Transport (CSAT) and VIP Long Range Voyager.** General procedures for peacetime use of the CSAT and VIP Long Range Voyager for VIP movements are contained within 2018DIN03-002³, which provides guidance on the entitlement and order of priority applied to bids for aircraft/seats and the arrangements for recharging non-MOD VIPs.

b. **VIP Booking Procedures on Mil AT.** General procedures for peacetime use of Mil AT for VIP movements are contained within 2012DIN03-011⁴ which provides guidance on the order of priority applied to bids for aircraft/seats and the arrangements for recharging non-MOD VIPs.

Table 3: Persons Defined as VIPs for Air Movement

HM The Queen	Members of the Royal Family Other Reigning Sovereigns Heads of Foreign States
Governors-General of Commonwealth Countries Governors High Commissioners	Prime Ministers of the UK and Commonwealth Countries Secretaries of State and other Ministers of the Crown Ambassadors to Foreign Countries
The Chief of the Defence Staff The Chiefs of Staff Commanders-in-Chief Officers on the active list of the rank of Vice-Admiral, Lieutenant-General and Air Marshal and above (3 star) Officers of equivalent rank in Commonwealth and Allied Services	Special Envoys UK Senior Civil Servants (SCS) of the rank of SCS Band 2 and above High Dignitaries of the Church e.g. Archbishops, Cardinals and Moderators
Any other persons of special importance if the MOD considers they should be classified as VIPs	

21. **Booking on Number 32 (The Royal) Squadron, RAF Northolt.** The policy and procedures for booking CSAT is laid down within 2018DIN03-002⁵. Alternatively, advice on the process to be

³ Tasking of CSAT and Long-Range VIP Voyager.

⁴ The Process and Priorities for the Allocation of Air Transport (AT) and Air to Air Refuelling (AAR) Support.

⁵ <http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINSdefencePol/2018/2018DIN03-002.pdf>

used is available from the VIP Tasking Cell via e-mail - Air-2Gp-VIP Tasking (MULTIUSER) or by phone on Civ: 01993 89 6818/6150 (Mil: 95461 Ext 6818/6150).

22. **Other AT Flights (Long Range) and MOD Charter.** Bookings of seats for VIPs on other AT flights and MOD Charter flights are normally to be made direct to the relevant MOD Booking Centre in accordance with procedures for non-VIP passengers.

23. **VIP Movement on Commercial Flights.** Booking of VIP movement on commercial flights is to be made through an MOD Booking Centre in accordance with procedures for non-VIP passengers.

24. **Local Arrangements.** Under local arrangements and where the circumstances permit, preferential treatment may be accorded to dignitaries and senior officers of lesser rank.

PASSAGES BY AIR FOR INFANTS AND EXPECTANT MOTHERS

25. **Normal Limitations.** Pregnant women may be accepted for air transport without special precautions up to four weeks before the date of confinement (the end of the 36th week of pregnancy) provided:

- a. There is no history of significant bleeding at any stage of the pregnancy.
- b. There is no history to suggest that premature onset of labour is likely.
- c. A doctor's letter is required for all women travelling between the 28th and 36th week of pregnancy, confirming that the above precautions have been met and indicating the estimated date of delivery.

26. **Limitations on Travel.** SO2 Aeromed, e-mail AIR 38Gp-TMW AECC (MULTIUSER), is to be consulted in all cases where the above or other complications have occurred.

- a. Travel after the end of the 36th week of pregnancy will be authorised for essential reasons only, and the expectant mother would have to travel as an aeromedical patient, with medical escorts as directed by SO2 Aeromed. It should be noted that commercial airlines prohibit the enplanement of pregnant women beyond the end of the 36th week under any circumstances.
- b. Mothers may travel without aeromedical supervision after the 3rd day following an uncomplicated delivery, and after the 10th day following an instrumental (i.e. forceps or ventouse) or caesarean delivery. Although healthy new-born babies should be able to travel safely, it is prudent to wait for one week after delivery.

27. **Infants under One Week Old.** Advice is to be sought from SO2 Aeromed, e-mail AIR 38Gp-TMW AECC (MULTIUSER), before emplaning babies less than one week old. Babies with known problems should travel as aeromedical patients.

28. **Twin Pregnancy.** For twin pregnancies, expectant mothers will not be allowed to fly as ordinary passengers after the end of the 32nd week of pregnancy.

29. **Application of Rules.** The rules regarding expectant mothers and new-born infants apply to all air passages, i.e. entitled and concessionary.

30. **Aeromedical Flights.** Expectant mothers and mothers with their new-born infants may be carried when necessary on clinical grounds, on aeromedical flights.

PASSENGER COMPLEMENTS – FAMILIES

31. **Policy.** The following paragraphs detail MOD policy regarding the allocation of passengers to a particular flight. There may be occasions where this policy cannot apply through operational reasons

- a. The number of adults is not to be less than 20% of the passenger complement.
- b. The number of children under 14 years of age is not to exceed 50% of the passenger complement.
- c. The number of infants under one year is not to exceed 10% of the passenger complement. Each infant is to be allocated a seat.

32. **Assistance for Personnel Travelling with Infants.** Personnel travelling alone with responsibility for more than 2 infants may require assistance. It is the responsibility of the passenger to arrange and pay for any additional assistance on the aircraft prior to travel. Booking offices are to confirm the arrangements and annotate the PNR accordingly. The passenger may be able to identify a suitable volunteer from the passenger complement; however, this should not be relied upon and those passengers without suitable assistance may not be permitted to travel.

33. **Exceptions.** Exceptions to these limitations may only be authorised through the Duty Holder organisation - poc SO2 A4 Sustain Logs, AMFHQ, RAF Brize Norton, on a case-by-case basis.

- a. Dedicated SCV flights are exempt such limitations.

SERVICE CHILDREN'S EDUCATIONAL VISITS

34. **Service Children's Educational Visits.** When children are being educated outside of the UK, and if authorised by the Command HQ, transport may be provided at no charge to support out-of-school activities which are part of the National Curriculum or are an essential constituent of public examination courses. Further details are available in the JSP 342 Part 1 Chap 8. For pupils aged 14-19, this entitlement extends to air travel to and from the UK, within an annual maximum of 150 return air trooping flights from Germany, 50 from Cyprus and 20 from Gibraltar.

CARRIAGE OF SERVICEMEN UNDER ESCORT (SUE) AND SERVICEMEN UNDER SENTENCE (SUS)

35. **Normal Guidelines.** Applications are to be forwarded by dispatching units to the DPRC, marked 'Under Escort'. Air Booking Centres are not to accept firm applications for the movement of prisoners unless they are satisfied that adequate arrangements can be made for the provision of escorts; see para 40 for the procedure for allocating escorts. When Servicemen Under Escort (SUE) are required to be moved by air, they should normally be emplaned in RAF AT or MOD charter aircraft. For overseas areas not served by appropriate Service flights, it may be necessary to transport prisoners and escorts on civilian aircraft. On these occasions, maximum notice of their enplanement is to be given to the operator or local passenger handling agents and to the OIC passengers/PRO. No more than two prisoners should be booked to any one flight. If this figure has to be exceeded a risk assessment is to be completed by either, a military Police force, COs of losing/receiving units or other appropriate authorities and presented to the movements staff or operators. Dress must be civilian clothes.

36. **Escorts.** When escorts are necessary, dispatching units are to, whenever possible, provide them. When all other efforts to find escorts have failed, escorts may be detailed by the DAMO from among suitable passengers on the flight. The DAMO is responsible for the handover/take-over of the prisoner at the Service movement's desk and for the briefing of in-flight escorts. A minimum of two escorts per prisoner are to be appointed. Further rules for the movement of prisoners within the UK are given in the JSP 837.

37. **Absentees and Deserters Returning to NWE.** Travel to NWE should be by the most cost-effective means. If other means of transport such as MT via the channel tunnel is not acceptable Absentees and Deserters belonging to units in NWE should in the first instance be returned by scheduled Service or part charter flights.

38. **Carriage of Servicemen under Sentence (SUS), Absentees and Deserters between NWE and the UK.** If other means of transport such as MT via the channel tunnel is not acceptable, Servicemen Under Sentence (SUS) are to travel to the UK on scheduled Service or part charter flights, irrespective of their ultimate destination, and are to be escorted throughout the journey; the provision of escorts is the responsibility of the Serviceman's chain of command/COs. SUS committed to Military Correction and Training Centres (MCTC) and SUS committed to a civil prison or similar civil institute, must travel in civilian clothes. Whenever possible, SUS should complete the journey to their ultimate destination on the same day, and as early as possible before the latest time the prisoner can be accepted by the detention authorities. Flight bookings are to be arranged accordingly, affording priority of travel. The number of escorts required, and of what rank, is in the JSP 837

39. **Carriage of SUE, Absentees and Deserters World-Wide, other than NWE and the UK.** When SUE is moved by air to destinations other than NWE, the dispatching unit is responsible for arranging escorts for the prisoner throughout the journey.

40. **Reception of SUE (NWE).** Reception of SUE at airfields in NWE is the responsibility of HQ UKSC.

41. **Booking Passages and Arranging Escorts for Prisoners.** The provision of escorts is the responsibility of the Serviceman's chain of command/COs. However, in the interests of economy or through the despatching unit's inability to provide escorts, in-flight escorts may be provided from other Service passengers travelling on the same flight. The procedure to be used by the dispatching unit for booking passages and arranging escorts is as follows:

- a. Contact the appropriate booking centre by telephone requesting details of Service passengers already booked on flights near to the RTM date of the prisoner and where possible make a provisional booking.
- b. Contact the unit of the selected escorts requesting that the escorts be detailed and arranging the date of flights and time of take-over by the travelling escorts at the air terminal or airfield.
- c. Confirm the booking of the prisoner and names of the escorts nominated to the appropriate booking centre. At this stage the flight application for the prisoner is to be forwarded to the appropriate booking centre endorsed 'Under Escort'.
- d. Detail escorts from unit lines to the airfield. Reception of prisoners under escort at airfields overseas is the responsibility of the overseas Command concerned.

CARRIAGE OF FOREIGN NATIONALS

42. **General.** Foreign nationals may travel on AT flights provided they are sponsored by the Single Service HQ, PJHQ or FCO. The passenger category applied should be in accordance with the rules in the earlier paragraphs concerning passenger entitlement. Application for movement is to be made in the normal way. However, such passengers must have valid passports and, where appropriate, entry visas. Guidance on which countries' nationals require leave to enter the UK and in what circumstances is available in the UK Immigration Service Passport and Visas Guide for Carriers. Where doubt exists about particular cases, sponsors should obtain advice from the Immigration Service Duty Officer at the UK point of entry, or, Heathrow (Tel: 0208-745-6850 (24 hr)) before travel. Airheads are to ensure suitable checks are carried out prior to enplanement to confirm all passengers loaded to AT or full-charter aircraft satisfy immigration requirements.

43. **Pre-Notification of Non-EU Nationals.** Airheads or AT Detachments dispatching flights to EU Countries are to pass details of all non-EU passengers emplaned at the time of departure of each flight. Passengers' names, passport and visa details and PNR references are to be notified in the same timescale as flight departure messages. Where no foreign passengers are loaded, this fact is to be indicated as part of the departure message, in lieu of a separate signal message. Also see Chapter 11 of this volume.

RESTRICTIONS ON THE EMPLANEMENT OF PASSENGERS IN C130, C17 AND A400M AIRCRAFT

44. **Introduction.** The RAF Air Mobility Force is a Defence resource maintained primarily for use in periods of tension, crisis and war. It is also used to provide world-wide airlift support for tasks which would otherwise attract civilian air freight/passenger costs. However, the level of passenger safety equipment fitted in the cargo compartment of RAF C130, C17 and A400M aircraft falls short of that required by law to be fitted to commercial aircraft. Consequently, the carriage of passengers on C130, C17 and A400M must be restricted. This Instruction uses the definitions contained in Table 4:

Table 4: Definition of Passenger, Flight and Authority

Category	Definition
Service Passenger	A Service passenger is a serving member of HM Forces, Exchange Scheme personnel, or members of coalition Armed Forces as authorised by PJHQ.
Civilian Passenger	A civilian passenger is anybody who does not satisfy the criteria of Service Passenger; this definition includes MOD employed or sponsored civilians and dependants of serving members of HM Forces.
Operations	An operation (OP) is a military mission prescribed by CDS Directive and bearing a codeword
Exercises	An exercise (Ex) is a military manoeuvre or simulated wartime operation, involving planning, preparation and execution; it may be combined, multi-national, joint or single Service
Operational Training	Operational training is training which maintains or improves the operational readiness of individuals or units.
Administrative lift	Administrative Lift is any authorised duty travel which is not on operations, exercises or operational training
Controlling Movement Authority	The Controlling Movement Authority (CMA) is the organisation which controls the utilisation of Air assets within a specific region or operational theatre. The UK CMA is DSCOM.

45. **Restrictions on Service Personnel.** Where authorised by DSCOM and/or CMAs, Service personnel may travel as passengers on all flights, subject to the normal DG considerations. The carriage of Service personnel on operational, exercise or operational training flights is unrestricted. However, administrative moves should not normally be conducted by C130, C17 or A400M aircraft where feasible alternatives exist. DSCOM and CMAs are responsible for applying this policy. No specific case-by-case exemption authority is required once the CMA has decided that travel by C130, C17 or A400M aircraft is necessary.

46. **Restrictions on Civilian Passengers - Administrative Movement.** During their normal duties, there should be no requirement for civilians to travel on C130 and C17 aircraft and neither should there be any compulsion for them to do so. Therefore, administrative moves will not be conducted by C130 and C17; however, administrative moves may be conducted on A400M aircraft provided there is no DG freight being carried. Non-operational factors, such as cost and convenience, are not sufficient reasons for the granting of an exemption.

- a. **Exemptions.** Exemptions from the normal restrictions on civilian travel may be granted in the following, non-operations-related circumstances only:
- b. When no feasible alternative means of travel exists.

- c. For MOD Civil Servants and for PJHQ / FLC sponsored MOD Contractors travelling on Exercise and Op Trg Flights (subject to sub-paragraph a above).
- d. On urgent humanitarian, aeromedical evacuation or compassionate grounds.
- e. For the carriage of contractors for aircraft trials or air tests.

In the circumstances described at Sub Paragraphs a to d above, exemptions on a case by case basis must be sought from SO2 A4 Sustain Logs AM FHQ, RAF Brize Norton and SAMO, RAF Northolt.

47. Civilian Administrative Moves on A400M. Due to enhanced passenger safety features, and on the authorisation of the ODH (AOC No 2 Gp), civilians may travel on A400M Administrative flights provided there is no DG freight being carried. However, the following caveats must be adhered to:

- a. Procedures outlined in the Dangerous Goods Manual for upgrading civilian passengers to Cat A status are still to be followed when there is a requirement to carry DG and civilians on A400M Administrative flights.
- b. The maximum passenger load is 43; all passengers must have access to emergency oxygen if required.
- c. Conditions experienced on A400M differ from that experienced on standard passenger aircraft. Booking offices are to ensure all civil passengers are aware of the conditions of flight and that the passenger is fit to fly.
- d. If a passenger is pregnant or under the age of 16 and are required to fly, AM FHQ must be advised to allow specialist advice to be sought and complete the exemptions procedure.
- e. Crash Cat ICAO 8 must be available at all locations.

48. Restrictions on Civilian Passengers - Operational Movement. Civilians are an essential and integral part of the modern operational force structure. Therefore, travel on flights for operationally essential MOD Civil Servants / MOD Sponsored Contractors is permitted, subject to the same considerations as applicable to Service personnel, when PJHQ J4 Movs / CMA deems this essential. Such operational movement may involve travel with DG in which case the movement of sponsored contractors is to be booked in accordance with the regulations contained within the Dangerous Goods Manual.

49. Restrictions on Concessionary Travel. Concessionary flying on C130, C-17 and A400M aircraft is prohibited for both Service personnel and civilians.

50. Carriage of Concessionary Travel Passengers. Service Personnel travelling with concessionary status are to be considered as Duty passengers; however, the carriage of Op / Ex passengers or freight is to take priority. Carriage will be subject to the normal DG regulations.

EXEMPTION TO TRAVEL ON RAF AT

51. Application for Authority to be Exempt Travel on RAF AT. Requests for authority to be exempt travel on available RAF AT are to be sent to the addressees detailed at para 52 using the Form at Annex A. A decision will normally be given and passed by e-mail within two days of receipt of the application. The following information is required before a request will be considered:

- a. Passenger details including full name.
- b. Date and flight details of RAF AT flight offered.

- c. Departure airhead/arrival airhead.
- d. Justification to support the request for exemption.
- e. Impact, if an exemption is not granted, including details of alternative travel options.

52. **Telephone Requests.** Telephone requests for an exemption are to be restricted to urgent cases only and must be followed by a confirmatory email with details of the reference number given, names of pax, flight number and reason for travel within one working day.

53. **Contact Details.**

- a. 2 Gp FW AT Aircraft.
 - (1) FS A4, Movs, AM FHQ, RAF Brize Norton
Tel: Mil: 95461 7101, Civ: +44 (0) 1993 897101
E-mail: BZN-Exemptions-PaxandFrt@mod.gov.uk
 - (2) SNCO A4, Movs, AM FHQ, RAF Brize Norton
Tel: Mil: 95461 5521, Civ +44 (0) 1993 895521
E-mail: BZN-Exemptions-PaxandFrt@mod.gov.uk
- b. 2 Gp CSAT Aircraft.
 - (1) SO3 VIP Tasking, Gp AM FHQ, RAF Brize Norton, Carterton, Oxfordshire, OX18 3LX |
Tel Mil: 95461 6818, SSS: 9298 5461 4002,
Civ: +44 (0)1993 89 6818 Air-2GP-VIPTasking@mod.gov.uk
- c. Outside normal working hours via DE&S DSCOM Duty Movs Staff on ABW Mil: 9352 0352 39676/7, Civ: +44 (0) 1179 139676/7.

PASSENGER PRIORITIES

54. **Introduction.** On occasion there will be insufficient airlift available for the number of passengers who wish to travel and there will be a requirement for passengers to be prioritised. Passengers should be prioritised in accordance with those priorities listed at Table 5 which may be necessary for both operational and trooping flights.

55. **Local Variations.** Although the list in Table 5 below provides a standard list of priorities, on occasion there will be the requirement for the local HQ/CMA to have variations to these priorities to meet local circumstances. For example, on trooping flights, where families on posting (POT Codes 72 and 73) may require priority over temp duty passengers, or passengers on visits. In these circumstances the local HQ/CMA should liaise with DPRC and the Families Section, MSS Div.

Table 5: Passenger Priorities

Ser	Main Priority	Secondary Priority	Sub-Priority
1	High Priority MEDEVAC [1]		
2	Compassionate	COMP A	
		COMP B	
3	MEDEVAC [2]		
4	MoD Personnel on Duty	OPS [3]	RIP [4]
			R&R [5]
			Sustainment [6]
			Contractors [7]
			Visits/Partners for Unit Recces
			UK NATO CE [8]
			Implementation Agreement/TCN [9]
		Duty Freight	
		Exercise	
		Assignments	
		Temp Duty	
		Courses (Inc. Resettlement)	
		Official Visits (Inc. Official Battlefield Tours)	
		Medical Appointments	
		SUE/SUS (Escorts)	
		SAA SCV (Inc. UNMIN Chaperone)	
		COMP A RTU	
		COMP B RTU	
5	Family Members (Duty)	Assignment [10]	
		Medical Appointments	
		Cadet Contingency	
		MEDEVAC RTU	
6	Repayment	SAA Fare Paying	
		Contractors (non-Duty)[11]	

		Cadets	
		Welfare Organisations[12]	
7	Concessionary Travel [13]	Z1	COMP C
		Z2	COMP C RTU
		Z3	Partner Employment Project
			SAMA 82
		Z4 [14]	Personnel serving overseas on a Permanent Assignment
		Z5	Welfare Support Personnel [15]
		Z6	Sports [16]
			Exped/AT [16]
			Battlefield Tours (Unofficial)
		Z7 [17]	UK based personnel and Personnel serving overseas on a Temporary Assignment
			Cadets with CFAV's on Official Travel
		Z8	Foreign Nationals [18]

1. Including Escorts.

2. Including Escorts.

3. Within the 'Ops' category of duty personnel, PJHQ J3 and the FMCC/CAMA hold the authority to re-prioritise pax in order to meet operational requirements.

4. Relief in Place: All pax with a PJHQ JFET serial number.

5. Rest and Recuperation: PJHQ and FMCC priority dependant.

6. Including Individual Augmentees (start of tour and end of tour), personnel returning from Compassionate/medical. All pax must have an assignment order or PJHQ J3 Auth to travel.

7. This is applicable to contractors who are required to travel at the request of the MOD.

8. UK Personnel filling NATO (CE) posts.

9. US/UK International Agreement and troop contributing Nations with whom the UK has an agreed MOU.

10. If the family has two serving parents, both of whom have assignment orders for overseas postings, or where a single parent is assigned overseas, for the purposes of priority of travel only the 'Nanny' or person providing childcare for the period of the assignment is also entitled to travel within this category. The 'Nanny' or childcare provider would still only be entitled to travel under the repayment process as directed within JSP 752, Part 2, but for travel purposes, they can travel in this category to accompany the family.

11. The contractors parent company would pay the full-fare cost of using Mil AT.

12. This category includes those Welfare Organisations as listed in JSP 800, Volume 2, Part 2, Chapter 2, and Table 6.
13. Secondary priority list applies; however, there are no sub-priorities for concessionary travel. Seats will be allocated in date order of when the application is received by the respective booking office. Further guidance and direction is provided in JSP 800, Volume 2, Part 2, Chapter 7 which must be used in conjunction with this Table.
14. This category is applicable to personnel based overseas on a permanent assignment and their Immediate and Close Family⁶ as defined in JSP 752, Part 2.
15. This category is applicable for the following: Full-time UK based SSAFA Nursing Sisters and Social Workers, WRVS Welfare Workers, and Order of St John and British Red Cross Society hospitals Welfare Department welfare workers, who provide nursing, social welfare services abroad and for whose employment MOD bears the cost (other members of these organisations are not eligible).
16. For sports teams/adventurous training, passengers who are travelling under the terms of concessionary travel, when travelling with outsized sports equipment the conditions outlined in JSP 800, Vol 2, Pt 2, Ch 6, Para 5 apply; excess baggage can be applied for.
17. This category is applicable to serving members of the UK Armed Forces, entitled civilian personnel and their Immediate Family as defined in JSP 752, Part 2. It is also applicable to personnel serving overseas on a temporary assignment (as defined in JSP 752, Part 2).
18. This category is applicable to foreign nationals from countries with which the UK has a reciprocal arrangement for Concessionary Travel, or if the foreign national is required to travel for non-duty reasons.

⁶ Currently, personnel posted to Cyprus on a permanent assignment are not able to apply for concessionary travel for their Close Family, as Cyprus are unable to support this change at present.

ANNEX A TO PART 2 CHAPTER 2: APPLICATION FOR THE AUTHORITY TO BE EXEMPT TRAVEL ON RAF AIR TRANSPORT

APPLICATION FOR THE AUTHORITY TO BE EXEMPT TRAVEL ON RAF AIR TRANSPORT				
	PASSENGERS FULL NAME	PASSPORT NUMBER	DOB	
1				
2				
3				
4				
	DATE OF FLIGHT	FLIGHT NUMBER	FROM (APOE)	TO (APOD)
OUT				
RTN				
Sponsoring Authority (if applicable)				
Justification for exemption (See Note 1)				
State impact, if exemption not granted. Include details of alternative travel options:				
Name (Block Capitals):		Signature:	Email:	Date:
<p>Note 1. Valid objections to Flying - Details governing a valid objection to flying can be found at Part 1 Chapter 1 Paragraph 16.</p> <p>Details on the need for dispensations/entitlement of personnel to fly on RAF air transport can be found in JSP 800 Vol 2 Part 2 Chapter 2.</p>				

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 3 – JOINT SERVICE PROCEDURES AND DOCUMENTATION FOR ROUTINE AND EXERCISE PASSENGER MOVEMENT

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-3-4
Applications for Travel		
2	Applications for travel	2-3-5
3	Responsibilities	2-3-5
4	All journeys other than family passages and schoolchildren's visits	2-3-6
5	Family passages	2-3-6
6	Schoolchildren's visits	2-3-6
7	Bidding Procedures for Parties over 10	2-3-6
Exercise Passengers on Trooping Flights		
8	Procedures	2-3-7
9	Consolidation of Exercise Parties	2-3-7
10	Total Exercise Parties (1-29 Passengers)	2-3-7
11	Total Exercise Parties of (30+ Passengers)	2-3-7
12	Submission of Exercise Bids	2-3-7
Category and Travel Codes		
13	Passenger Category and Reason for Travel Codes	2-3-7
14	Examples of Use	2-3-8
Movements Financial Authority		
15	Introduction	2-3-8
16	MFA Code Structure	2-3-9
17	MFA Booking Procedures	2-3-10
Movements Authority for Exercise Travel		
18	Defence Exercise Plan (DXP)	2-3-10

Application for Routine Travel

19	Mandatory Use of Unique Identification Numbers	2-3-11
20	Electronic-booking	2-3-11
21	Cancellation or Amendment	2-3-11
22	Written Applications	2-3-11
23	Urgent Requirements	2-3-11
24	Guidance for the Completion of F/MOV/562e	2-3-11
25	Guidance for the Completion of F/MOV/564e	2-3-11
26	Families Section	2-3-12
27	Group and Party Travel by Commercial Air	2-3-12
28	Passenger Information Tickets	2-3-12
29	Travel Facts	2-3-12
30	Submission of Applications	2-3-12

Telephone Bookings

31	Introduction	2-3-13
32	Exception to Telephone Procedures	2-3-13

Special Requirements - RN and RM

33	From the UK to HM Ships	2-3-13
34	Destination Advise Procedure (DESTADVIS)	2-3-13
35	Special Reception Arrangements	2-3-13

Cancellation or Amendment of Applications

36	Urgent	2-3-13
37	Routine	2-3-13

Call Forward Procedures for Routine Movement

38	Within UK	2-3-14
39	Outside UK	2-3-14

Use of Infant Seats on Mod Air Trooping/Charter and Commercial Flights

40	Regulations	2-3-14
----	-------------	--------

No Show and Fail to Report Procedures

41	Airhead Action in Respect of Fail to Report (NOSHO/FTR) Passengers	2-3-16
42	Booking Office Action in Respect of Fail to Report Passengers	2-3-17

Unused E Tickets

43	E Tickets No Longer Required	2-3-17
----	------------------------------	--------

Travellers with Special Requirements

44	Special Dietary Requirements	2-3-17
45	Special Medical Requirements	2-3-17
46	Aeromedical Declaration	2-3-17
47	Air Movements Staff Responsibilities	2-3-17

Annex A: List of Mod Booking Agencies

Annex B: Visit Staff Clearances for Permanent Joint Operating Bases (PJOB)

Aim	2-3-B-1
Administration	2-3-B-1
Visitors Other than One Star and Above	2-3-B-1
Exemptions	2-3-B-1
PJOB Points of Contact	2-3-B-2
Senior Visitors (One Star and Above)	2-3-B-2
Application to Visit A PJOB On Temporary Duty (One Star and Above Service and Civilian Officers)	2-3-B-3

Annex C: Visit Staff Clearances for Operational Theatres

Aim	2-3-C-1
Administration	2-3-C-1
Visitors Other than One Star and Above	2-3-C-1
Senior Visitors (One Star and above)	2-3-C-2
Points of Contact	2-3-C-2

Annex D: Visit Staff Clearances for British Forces Germany (BFG)

Aim	2-3-D-1
Visit Sponsors and Administration	2-3-D-1
Clearance Authorities	2-3-D-1
Categories of Visitor	2-3-D-2
Visits to HQ UKSC or HQ 1 (UK) Armd Div	2-3-D-2
Senior Visitors (One Star and above)	2-3-D-2
Visits to HQ LWCTG(G)	2-3-D-3
Adventurous Training Expeditions	2-3-D-3
Sports	2-3-D-3
UK Based Officers Visiting TA Units Training in Germany	2-3-D-4
Visits to German Armed Forces or German Defence Industries	2-3-D-4
Visits to BFG by non-British Military Personnel	2-3-D-4
Visits to US Forces in Germany	2-3-D-4
Clearances for Exercising In, And Transiting Through, Germany By Non- Germany Based Units and Formations	2-3-D-5

- Appendix 1: Request for Entry / Transit in The Federal Republic of Germany
- Appendix 2: Forces of Other Nations Participating in A BFG Sponsored Event Political Clearance
- Appendix 3: Non- Germany Based Units and Formations Exercise / Activity Programme

Annex E: Types of Travel (TOT) Codes	2-3-E-1
Annex F: Service Codes (Svc)	2-3-F-1
Annex G: Purpose of Travel Codes - Regular Forces, Civilians And DE&S	2-3-G-1
Annex H: List of Common Airport Codes	2-3-H-1
Annex I: Deleted	N/A
Annex J: Mandatory Use of Unique Identification Numbers to Meet UKBA Legislation and For Mass Casualty Identification	2-3-J-1
Annex K: Family Passage from UK - Completion Of F/Mov/564e (Rev 02/12)	2-3-K-1
Annex L: Telephone Booking Procedure - Urgent / Out of Hours	2-3-L-1

List of Tables

Table	Title	Page
11	Exercise Sponsors	2-3-7
12	Category Codes	2-3-8
13	Reasons for Travel Codes	2-3-8
14	PJOB Points of Contact	2-3-B-2
15	Points of Contact for VIP Visits	2-3-C-2
16	Exercise Recce Advice Numbers	2-3-D-7
17	Span of Movement Guide	2-3-K-2

INTRODUCTION

1. **Introduction.** Chapter 3 outlines the application procedures and documentation to be used for routine passenger movement to and from the UK, and within and between theatres abroad. This chapter highlights those procedures that underpin the authority to travel, including the use of Movement Financial Authority (MFA). Details regarding exercise travel are included as well as information and guidance for family travel. Where necessary, overseas commands may issue supplementary instructions to meet their own local needs.

APPLICATIONS FOR TRAVEL

2. **Applications for travel** for the MOD Air Mobility Force, charter, part-charter and commercial air are processed as detailed below with the more comprehensive procedures for commercial travel detailed in Chapter 16:

a. MOD Air Mobility Force, charter and part-charter flight bookings (including commercial sectors attached to these flights) are made by MOD booking agencies using the electronic booking process outlined at Part 2, Chapter 3 Paragraphs 22 - 32. However, written applications can still be made. Bookings for air travel may be made through an MOD booking centre or similar organisation such as a devolved MOD booking agency for duty travel worldwide by electronic means or by written application. Bookings are to be submitted with a minimum of 20 days' notice prior to the date of travel except for service family postings overseas, 2 months' notice is required. Exceptions will only be made for justified short notice requirements. The list of MOD Booking Agencies is at Annex A.

b. Bookings for commercial air are to be made using the HRG Electronic Booking System, except for service family postings. An F/Mov/564e must be submitted to the Families Section, DSCOM. Bookings can be made by the individual traveller or through local travel arrangers. The use of HRG to book commercial air is mandated by 2nd PUS. Access to HRG is via the Defence Intranet:

<https://isuite4.hrgworldwide.com/dt/Home.aspx>

c. Alternative contact details for the TSP are as follows:

- (1) 0844 848 4422 (for callers from overseas: 0116 263 3450)
- (2) 24 hr emergency: 01483 793 355

d. In this chapter the following terminology applies:

- (1) The 'Applicant' is not the passenger but is the individual representing the ship, unit, station or establishment that initiates the 'Application for Air, Rail or Sea Passage.
- (2) The 'Sponsor' is a parent HQ through which, where applicable, the application has to be processed and authorised before submission to the appropriate Booking Office.

3. **Responsibilities.** Before submitting any application for a passage, the applicant or traveller is to be satisfied that:

- a. The journey is being undertaken for valid reasons and by the most economical means available.
- b. The necessary approval has been obtained, including financial approval for temporary duty visits and / or travel by commercial means where applicable.
- c. Authority has been obtained for excess baggage where required (in accordance with Chapter 6).
- d. Action has been or will be taken to recover any costs due to be paid by the passenger(s), or the organisation responsible for the passenger(s).
- e. Visit Staff Clearances have been obtained for:

(1) Permanent Joint Operating Bases (PJOB). The procedures on obtaining the required clearances for visits to PJOBS are detailed in Annex B.

(2) Theatres of Operation. The procedures on obtaining the required clearances for visits to Theatres of operation are detailed in Annex C.

(3) British Indian Ocean Territories, Brunei and Nepal. See Part 2, Chapter 4 Paragraph 14.

(4) British Forces Germany (BFG). The procedures for obtaining the required clearances for BFG are detailed in Annex D.

(5) Washington (BDS(US)) and some other locations within the USA. See DIN 2007DIN03-008.

f. Responsibility for checking the propriety of bookings rests with budget managers/holders and sponsors/authorisers and not with the MOD booking agencies. Budget holders must satisfy themselves that air travel is properly authorised and the most logical and economic route has been used. Budget managers should carry out a random check of not less than 5% (by volume) of all air travel costs against their budgets.

4. **All journeys other than family passages and schoolchildren's visits.** Applications are to be submitted by the establishment to which the passenger belongs at the time of application.

5. **Family passages.** Applications must be submitted to the Families Section, MSS Div, by the unit from which the head of the family is posted.

6. **Schoolchildren's visits.** See Chapter 8.

7. **Bidding Procedures for Parties over 10.** Bids for Service and MOD Civilian passages by air from the UK to destinations overseas for parties of ten or more are to be forwarded by the respective MOD Booking Agencies to WO1 Mov Ops, DSCOM, by email, letter, fax or signal. Bids are to include:

a. Number of Passengers.

b. Destination.

c. Ready to move date (RTM) and latest date for arrival (LTA) at the destination giving as wide a time bracket between RTM and LTA as possible.

d. Other pertinent factors e.g. equipment or excess baggage which may be required to accompany the party.

e. Any special dietary and medical requirements (see Part 2, Chapter 5 Paragraph 42).

f. Movement Financial Authority (MFA).

g. For Army bookings, a budget manager code.

h. If booking for an unaccompanied minor, details of the escort (see Part 2, Chapter 5 Paragraph 44).

EXERCISE PASSENGERS ON TROOPING FLIGHTS

8. **Procedures.** The procedures set out below are to be followed when planning to move or booking exercise parties / personnel on trooping flights. It does not apply to the bidding process

for dedicated exercise aircraft, the procedures and authority for which remain unchanged. Similarly, D Jt Cap SO2 Ex will determine exercise priorities as necessary. Exercise sponsors should note that adherence to the guidelines below cannot guarantee seat availability. When there is a clash between administrative and exercise seat requirements, DSCOM will seek to resolve at the earliest opportunity. If this is unsuccessful, Ops Dir (FGen Air) will staff the query to the JCSSG Secretariat for further arbitration with appropriate stakeholders according to Defence's strategic objectives. Further guidance can be obtained from 2017DIN03-005.

9. **Consolidation of Exercise Parties.** Where a single exercise sponsor books a number of separate personnel or exercise parties, even if an independent of each other, to the same flight, the booking procedure as detailed below is to be based on the cumulative total, i.e. three groups of four passengers must be booked in accordance with Part 2, Chapter 3 Paragraph 10.

10. **Total Exercise Parties (1-29 Passengers).** Bids are to be submitted to the appropriate booking centre in accordance with current regulations. Where the total number of exercise passengers from all exercise sponsors exceeds nine, Airlift Plans, DSCOM will decide the number of seats to be made available and allocate them should the seat offer fall short of the exercise bids. DSCOM will liaise with the respective booking centre who will then contact the bidding unit.

11. **Total Exercise Parties of (30+ Passengers).** Bids for exercise parties of 30 or more passengers should be submitted in accordance with current regulations. Only in exceptional circumstances will this rule be waived and exercise sponsors must contact Movement Operations, DSCOM for advice before considering this option.

12. **Submission of Exercise Bids.** The Unit should input the exercise on to LIGHTHOUSE to their District/Command exercise sponsors detailed at Table 1.

Table 1: Exercise Sponsors

Ser	Service	Exercise Sponsors
1	RN	Through NCHQ to Mov WO and SNCO Mov (Copied to NCHQ, Navy CTS Plans SO2)
2	Army	Through HQ Field Army for attention SO2 Mov
3	RAF	Through HQ AIR SNCO A4 Ops Ex
4	SF	Through HQDSF for attention SO2 Air Log
5	PJHQ	Through J7 for attention SO1 J7 (Ex)

CATEGORY AND TRAVEL CODES

13. **Passenger Category and Reason for Travel Codes.** All passenger booking procedures depend on these codes, which are shown in Table 2 and Table 3 below. The codes are applicable to AirCore and manual procedures, and are in addition to the MFA codes.

Table 2: Category Codes

Code	Military Passenger Category	Civil Servant Passenger Category
Y	One-star officers and above, and Capts RN with 6 years seniority.	PUS, SCS Bands 1,2 & 3
X	Capt RN with less than 6 years' seniority, Cols and Gp Capts.	B2, B1
S	Cdrs and Lt Cdrs, Lt Cols and Majs, Wg Cdrs and Sqn Ldrs.	C2, C1
A	Other officers.	D
B	Senior Non-Commissioned other ranks.	E1
C	Leading ratings, Corporals and below.	E2
K	Unaccompanied children.	
F	Suffix to be added to the appropriate category above when authority exists for first-class travel.	

Table 3: Reasons for Travel Codes

First element		Second element use only when applicable		Third element	
Code	Sponsor	Code	Passenger group	Code	Purpose of travel
A	Army	D	Civilian family	E	Exercise moves including recces, advance and rear parties
B	Central Staffs	F	Service family	I	Concessionary (Includes Z Codes)
C	DE&S	M	Civilian	J	Compassionate leave, priority 'A'
N	RN	V	VIP	K	Compassionate leave, priority 'B'
O	Other Authorities			L	Other non-fare paying leave
R	RAF			P	Posting appointment/drafting or loan
				Q	Medical evacuation
				S	Schoolchildren's visits
				T	Temporary duty not covered by other categories
				U	Unit moves
				W	TA training moves including recces, advance and rear parties
				X	CFP prepayment including leave, for which a fare is paid in advance
				Y	CFP repayment

14. Examples of use:

	Cat	Reason
a. A general on temporary duty	Y	AVT
b. A squadron leader on temporary duty	S	RT
c. An Army WO2 on posting	B	AP
d. A civilian HEO of MOD DE&S on temporary duty	S	CMT

Note: Certain passengers do not require a second code, as in examples b and c.

MOVEMENTS FINANCIAL AUTHORITY

15. Introduction. All applications for air travel must be supported by a Movement Financial Authority (MFA). This consists of a series of codes: the Type of Travel Code, Service Code, Purpose of Travel Code, Unit Identification Number (UIN), Authority Serial Number and Number of Passengers Code. It is designed to provide a standard form of authorisation and serves 2 main purposes. Firstly, it provides an audit trail through the authorising officer to the traveller thus avoiding the need for cumbersome validation of authorisation. Secondly, an MFA is constructed in such a way that it enables regular statistical and budgetary reports to be produced for managers and budget holders. Therefore, the use of the correct MFA is mandatory for all forms of booking; no other authority will be accepted by MOD booking agencies. When a booking is amended requiring the issue of new tickets, the sponsor or unit is to quote the MFA to authorise the change. However, if only the date of travel is altered, then the existing tickets should be revalidated - new tickets need not be issued. The FMOV/562e or FMOV/564e highlighting the amendment required only or the BOOKAMEND signal format should be used for this purpose. Annexes E to H give details of the codes to be used and the BOOKAMEND format found at Annex I.

16. MFA Code Structure. The MFA is broken down as follows:

a. **Type of Travel Code (TOT).** The Type of Travel code is a single letter used to define the type of booking being made. It is important to ensure the correct code is quoted to prevent the flight booking being at variance with the authorised journey. A full explanation of the codes used may be found at Annex E, including those used for mixed commercial and RAF MOD Charter itineraries. A MFA showing the TOT 'C' (for charter) cannot be taken as an authority for a civil air passage (where an 'I' or 'D' code should be used). Example: An internal UK flight, using civil airline, would carry the code 'D'. Internal flights in all other countries are classified 'I'.

b. **Service Code (SVC).** A single alpha or numeric character, this designates the parent service of the traveller, a list of these codes is at Annex F. Example: A booking for RAF personnel would show the code '9'. It should be noted that:

(1) Service personnel serving with Defence Equipment and Support are to use the appropriate DE&S Service Code.

(2) Personnel serving with a unit of a different service (e.g. RAF with an Army unit) when travelling at the direction of that unit should use the service code attributable to that unit (i.e. In the example, the Army service code should be used). For travel related to conditions of service their own parent service code should be used.

c. **Purpose of Travel Code (POT).** The POT code is a two-digit number identifying the reason for the journey. A list of POT codes is provided in JSP 800, Volume 5, Leaflet No 2, and are applicable to air (and rail) travel. Codes 71 to 78 apply to families of all personnel, military or civilian.

d. **Unit Identity Number (UIN).** This is the standard six-character alpha numeric UIN of the traveller's parent unit.

e. **Serial Number (SER).** This is a three-digit number which refers to the authority for travel. The serial number will relate to the UIN used and will follow a strict numerical sequence. It is essential, for audit purposes, that approving officers maintain full records against each MFA serial number. In addition to the MFA itself, these records are to include a copy of the relevant authority to travel (under single service or other existing arrangements) together with the justification submitted by the traveller to obtain this authority. The format of these records is a matter for individual budget holders. When a numerical sequence reaches 999 it will be necessary to return to serial 001. Units are instructed to avoid the practice of commencing each month with a Serial 001 since this hinders identification of individual journeys. Example: A Unit's third authorisation in a given sequence would carry the serial '003'.

f. **Number of Passengers.** This shows the total number of passengers covered by the authority. It is a two-digit number which restricts the number of people each warrant or application can cover to 99. Bookings for 100 or more passengers will require two separate booking forms and two distinct MFAs. Example Six people travelling under one authority will be shown as '06'.

g. **Departure Points.** This is a three-letter code which identifies the airport at which the air journey is to commence. The code to be used is the internationally recognised IATA City / Airport Code (e.g. This code is used on baggage labels). A list of airports in common use and their codes is shown at Annex H. The three letter codes for other destinations are to be obtained from booking agencies.

h. **Hospital Patients.** For those individuals on unit strength sent to hospital, the Unit UIN should be used in the construction of the MFA. The Unit travel budget will bear the cost. Those patients in hospital who are Y-listed are transferred to the held strength of the

appropriate authority. Any subsequent movement of these Y-listed patients is attributable to posting authority and the MFA must be obtained from them.

17. **MFA Booking Procedures.** Instructions for booking agencies and airheads:

- a. **Authorisation.** The MFA identifies each application for air travel by a unique code. Provided applications for air travel include properly constructed and authorised MFA details, booking centres are not required to carry out further checks.
- b. **Concessionary Travel.** The MFA is to consist of the UIN of the relevant booking centre, or airhead, coupled with the POT code 28 or 71. Code 28 is to be used for individual movement or family movement when the applicant is accompanying the family. Where the family are unaccompanied, code 71 is to be used.
- c. **Compassionate Travel.** Compassionate leave travel, by its nature, may require exceptional arrangements to ensure the prompt return to the United Kingdom of a Serviceman or dependant. It is essential that accurate MFA details are included in all documentation to ensure that all Movements agencies are aware of the relevant travel authorisation and that on-move and return flight arrangements may be completed with minimum inconvenience to the individual being moved. It is acknowledged that circumstances will sometimes prevent originating units completing return flight arrangements, or that the rate or method of travel may not be known precisely. In some cases, it will be necessary for the individual to initiate a bid for return movement to his / her unit and the DPRC is the essential point of contact in such situations.
- d. Overseas units, including HM ships, arranging compassionate leave travel are to comply with the following procedures:
 - (1) **At Locations Equipped with AirCore.** In addition to booking a passage for travel to the UK, the overseas booking agency is to insert a holding segment (YYO) in the Passenger Name Record (PNR) raised for the outbound journey. The date assigned to this segment is to be the first day of the third month following the month of movement. If no PNR is raised for the outbound journey, e.g. when a passenger travels by civil air, the booking agency is to create a PNR using only the holding segment as detailed above. Use of this convention enables DPRC / DSCOM Compassionate Cell MOD Abbey Wood to subsequently recall the PNR from the passenger's name and month of movement. Flight bookings can then be completed without involving protracted correspondence with the overseas theatre.
 - (2) **At Locations without Access to AirCore.** Where flight bookings are created manually, the originating unit (e.g. HM Ship, Unit on overseas Operation/exercise, etc) is to ensure that the signal message notifying the relevant MOD sponsor branch is copied to DPRC/DSCOM Compassionate Cell MOD Abbey Wood (SIC: QFA). The signal is to specify MFA details applicable to the individual's return journey.
 - (3) **Action by DPRC.** Where full MFA information has been provided, DPRC may book the return flight whenever this is requested. The individual's parent unit is to be notified of the planned movement. If MFA details are not available, DPRC is to instruct the individual to contact the appropriate MOD sponsor branch.

MOVEMENTS AUTHORITY FOR EXERCISE TRAVEL

18. **Defence Exercise Plan (DXP) and LIGHTHOUSE.** All units requesting airlift for exercises are to ensure that the specified exercise is included on the Defence Exercise Plan (DXP). Copies of the DXP are available from the N3/G3/A3/J3 staff in respective exercise sponsor formation. Bids for airlift are to be within the terms of the DXP entry.

APPLICATION FOR ROUTINE TRAVEL

19. **Mandatory Use of Unique Identification Numbers.** To meet UK Border Agency and Joint Casualty and Compassionate Cell (JCCC) requirements for the rapid identification of passengers, there is a mandatory requirement when making an application for travel to complete the Unique Identification Number fields on the relevant application form. This will be either a Service Number for service personnel or Passport Number for civilian personnel. All booking offices, despatching units and despatching airheads are to comply with the processes detailed at Annex J.

20. **Electronic-booking.** E-booking is the default booking procedure for travel applications listed below in sub-paras a - c and should be done using the F/MOV/562e and F/MOV/564e. These electronic booking forms are now available online for download from the MOD Intranet Library, from www.transportsafety.dii.r.mil.uk, the [DPRC](#) or the [Family Travel](#) websites.

a. **F/MOV/562e (ADP).** To be used for all passages except families and schoolchildren's visits. This form is to be used for single, return and broken journeys, and for group and party travel. (See Part 2, Chapter 3 Paragraph 28 and Annex K for details on completion of the form). The form is also to be used for concession fare-paying passages, including family passages, to/from the UK.

b. **F/MOV/562e (SCV).** Application for schoolchildren's visit passage for children of service personnel serving abroad. (See Chapter 8).

c. **F/MOV/564e (ADP).** Application for family passage for families going overseas to/from the UK at public expense to reside at the head of family's place of duty. (See Part 2 Chapter 3 Paragraph 26 and Annex K for details on completion of the form).

21. **Cancellation or Amendment.** For cancellation or amendment of an application for passage when more than 10 days' notice can be given (see Part 2, Chapter 3 Paragraph 41 to 42) the cancellation or amendment part of the original e-booking form should be used.

22. **Written Applications.** Written applications are no longer ordinarily accepted at DPRC (Trooping) or Families Section, MSS Div. If required, electronic booking forms may be downloaded, completed and faxed to either location. Devolved booking sights may continue to accept written application forms; however, personnel should download the electronic booking form when necessary for completion. Forms are to be completed as early as possible after the travel requirement has been confirmed. Applications are to be completed as detailed in Part 2, Chapter 3 Paragraph 26.

23. **Urgent Requirements.** When application for a passage is required and is necessary within 48 hours of ready-to-move date for electronic applications the applicant should complete the electronic booking form and email to the booking office with the word URGENT written in the Subject Field of the email.

24. **Guidance for the Completion of F/MOV/562e.** To assist staff in completing the application form, details on the individual data blocks required to be completed can be found at Annex K. An application should be completed in BLOCK CAPITALS. There is no requirement for a covering letter.

25. **Guidance for the Completion of F/MOV/564e.** This form is to be used for families travelling from the UK to reside overseas (including NWE) with the 'Head of Family' and, unless the service person is already residing in post, it is also to be accompanied by a form F/MOV/562e. The F/MOV/564e must still be submitted even if the family is travelling by privately arranged passage. Forms are to be submitted to Relocation Services (Families Section) as soon as the assignment order has been issued whereby the Family Documentation Pack will be sent to the family for completion. Documentation within the pack must be completed and request for family

accommodation overseas submitted to the receiving unit or command, using the form and method required in single service instructions, before flight confirmation can be made. Detailed instructions on completion of the F/MOV/564e are given at Annex K.

26. **Families Section.** Will arrange to move the family, normally within 14 days of the date the documentation process is complete and availability of accommodation has been confirmed, whichever is the later. Certain destinations are served by infrequent flights; in these cases the family may expect to move within 21 days. The span of movement for each family starts from the date Relocation Services (Families Section) completes the documentation process, i.e.; receipt of F/MOV/564e(ADP) (from Head of Family's losing unit), Willingness to Reside & Travel Certificate, Medical clearance (if required), passport(s) (for checking and issue of status stamp, visas etc,) and confirmation of accommodation availability (CALL-FAM from the Overseas Theatres). Movement of a family within the appropriate span can only be achieved if all procedures and documentation are completed promptly by the losing unit, gaining unit and family as appropriate.

a. **Group and Party Travel.** All applications for passages in respect of groups/parties of 10 or more passengers intending, to travel to overseas locations, are to be processed through the respective movements / travel centres to DSCOM, WO1 Mov Ops, DSCOM. Applications can be by email and should reach either DSCOM, DPRC not less than 2 months before the date of travel. Units should ensure that bids are submitted through their movement/travel offices prior to this cut off time. Late applications will be accepted for screening, however, since applications for group or party travel do not require passengers' names and details, submissions should not be delayed until this information is available.

27. **Group and Party Travel by Commercial Air.** If a budget holder has a reason for wanting to use civil air, bids are still to be submitted to DSCOM through the movement / travel centres for screening by DSCOM, to allow the provision of an ATF special task to be considered. When authorised, Group Travel by commercial air must be booked through DT. Group bookings are not processed via EBIS but via the off-line service provided via DT. See the DT website for details. Despatching units are to note the requirements detailed in Annex K.

28. **Passenger Information Tickets.** Passenger Information Tickets (PIT) will be despatched to either the email address or to the address notified by the applicant. Where necessary, additional documentation will be included with the PITs, covering detail such as authorised excess baggage allowances.

29. **Travel Facts.** Travel Facts provide supplementary information and/or assist with making special travel arrangements. Details are actioned by the Reservation Agent or advised to the RAF or civil airports for action. These should include overseas Staff Clearance Serial Numbers where necessary (See Annexes C and D), special meals, courier, VIP, infant, group travel details, etc.

30. **Submission of Applications.** Applications originating in the UK should be submitted to either Families Section, MSS Div for Family Travel or to the relevant booking office for Trooping within the UK. For establishments outside the UK applications should be sent to the appropriate booking centre in accordance with local instructions. HM Ships and RFAs at Sea application should be sent to the Ship / Shore UPO in the first instance or overseas Service authority in the country from whence the journey is to start. Relocation Services (Families Section) and DPRC addresses are as follows:

Families Section, DSCOM
Cedar 3c # 3351, MOD Abbey Wood, Bristol, BS34 8JH
Tel: Civ: 030 679 81013 Mil: 9679 81013
E-mail: DESDSCOM-FamSec-Gp@mod.gov.uk

Defence Passenger Reservation Centre, DSCOM
Cedar 3c #3351, MOD Abbey Wood, Bristol, BS34 8JH
Tel: Civ: 030 6789 4800 Mil: 96789 4800

TELEPHONE BOOKINGS

31. **Introduction.** Telephone bookings are no longer routinely accepted as a method of processing an application for travel. Applications should be made by electronic means in the first instance however, exceptionally where no other alternative means exists it may be possible to make flight bookings through MOD booking agencies by telephone. Applicants should follow the procedures outlined in Annex L.

32. **Exception to Telephone Procedures.** The following types of flight bookings are not to be made by phone but are to be submitted, as appropriate, using F/Mov/562e, F/Mov/564e and submitted as follows:

- a. **Repayment.** Applications are to be submitted using the F/MOV/562e to the repayment desk at DPRC accompanied by appropriate authorisation.
- b. **Group Bookings.** Applications for bookings of 10 or more passengers for ATF and charter flights should be submitted to the respective movement/travel booking centre. The booking is to be forwarded to Mov Ops, DSCOM or (see Part 2, Chapter 3 Paragraph 28).
- c. **Family Travel.** Applications are to be submitted using the F/MOV/564e to the Families Section, DSCOM through your admin/leave and movements clerks.
- d. **Concessionary Travel.** In accordance with Chapter 7, applications on F/MOV/2768 IND (Revised 02/16) to the destination movement/travel booking centre for both outbound and return journeys.

SPECIAL REQUIREMENTS - RN AND RM

33. **From the UK to HM Ships.** RN and RM personnel travelling from UK to join HM ships abroad. The Ship/Shore UPO via DPRC will route RN and RM personnel required to join HM ships abroad within their RTM and LTA dates to destinations served by RAF or MOD charter flights wherever possible. When this cannot be done, personnel will be sent by commercial means.

34. **Destination Advise Procedure (DESTADVIS).** This procedure has been superseded by EBIS, and should the commanding officer of one of HM ships consider that it is essential for a member of the ship's company to travel to a specific destination abroad to join the ship, EBIS should be used. DT Visa Section can advise when necessary regarding visa or entry requirements.

35. **Special Reception Arrangements.** If the commanding officer of one of HM/RFA ships considers that special reception arrangements are required at a destination airfield, he should make appropriate arrangements with the local designated logistics contractor or diplomatic authorities; a request to the latter should only be made when essential.

CANCELLATION OR AMENDMENT OF APPLICATIONS

36. **Urgent.** When cancellation or amendment has to be made at short notice, namely ten days or less before the passenger's original RTM date, telephone, email or signal in the BOOKAMEND format to the appropriate booking centre, with a copy to DPRC/ Families Section, MSS Div as appropriate, if they originally booked the flight.

37. **Routine.** Notification of cancellation or amendment of an application, when such notice can be given more than ten days in advance of RTM date, is to be made using the relevant Part of the original booking application of F/MOV/562e or F/MOV/564e clearly identifying the amendment required. When complete applicants should forward the electronic forms by email stating in the

email Subject Field "Canx of Travel Application dated xxxxxx" or "Amendment to Travel Application dated xxxxxx....." as applicable.

CALL FORWARD PROCEDURES FOR ROUTINE MOVEMENT

38. **Within UK.** Movement instructions will be issued by the DPRC/Families Section, MSS Div or the movement/travel office whenever practicable 3 weeks before the date of departure, or immediately following receipt of the application should this be less than 3 weeks before departure. The exception is service family postings. Movement instructions will be issued once the family have completed all documentation required within their Families Section family pack. In the case of applications made by EBIS or TPS (HRG) all tickets will be e-tickets. If it is not possible to issue normal movement instructions by three working days before departure, instructions will be given to passengers by telephone, signal or email, in the form of an E ticket.

39. **Outside UK.** MOD booking centres overseas should model their procedures on the UK arrangements given above and modified as necessary to meet local requirements.

USE OF INFANT SEATS ON MOD AIR TROOPING/CHARTER AND COMMERCIAL FLIGHTS

40. **Regulations.** Children and infants are to be secured in their seats at take-off, landing and at any other times during the flight when the aircraft captain deems it necessary. Infants accompanying personnel travelling on RAF AT or scheduled air trooping flights, when under civil charter, will travel in either a Service supplied child restraint system or passenger supplied car type safety seat. The following conditions apply:

- a. All passengers of 3 years of age or more are to be secured in their seats by safety belts.
- b. All passengers under the age of 3 years but not less than 2 years are to be secured in their seats by safety belts, or secured in a car type safety seat, or in a Service supplied child restraint device.
- c. All passengers under the age of 2 years are to be secured in a car type safety seat or a Service supplied child restraint device. Exceptionally, if no suitable safety seat is available, an infant under the age of 2 yrs. is to be held in the parent's lap. Whether travelling by RAF AT or MOD civil charter, a passenger supplied car type safety seat is to meet the following conditions and in addition booking agencies are to follow the guidance at sub paragraphs d and e.
- d. An approved car type safety seat is one consisting of a shaped seat in which the child is restrained and which rests on a passenger seat secured only by the passenger seat lap straps via the framework. The seat is to have a well-defined shell and, where there is a separate shell and under structure they are to be securely attached to each other. The seat is to have a single release type harness which at least secures the child's lap, torso and shoulders.
- e. A safety seat is to be of such a design that a child can easily and quickly be secured in or removed from the seat. The single release device for the harness of a safety seat is to be of such a design as to prevent unreasonably easy release by the child occupying the safety seat.
- f. Car seats presented for cabin fitment are to be in good order and parents are to carry the car seat operating instructions with them on the flight.
- g. Air Passage Booking forms are to be annotated with the words "In-flight Child Seat required" or "Infant in car seat" where appropriate.

- h. Booking agencies are to annotate the passenger booking OSI field to the effect "Infant in car seat".
- i. For MOD civil charter flights and commercial flights, infants are to be secured in a passenger provided car type safety seat, which is to be secured to the aircraft seat. If the seat does not meet the requirements of the airline, then for take-off and landing, the infant is to be seated in accordance with the airline's regulations.
- j. Families should be aware that some commercial airlines do not permit infants to travel at Class 2 travel therefore they should be prepared to either travel with a different airline or travel at a lower class.

FAIL TO REPORT (FTR) PROCEDURES

41. **Airhead Action in Respect of Fail to Report (NOSHO/FTR) Passengers.** Where passengers fail to report for flights, prompt action must be taken to notify the relevant booking centre. The booking centre can then investigate the reasons and take appropriate action. Follow up action will vary depending whether the departure airfield is equipped with Flight Departure Control System (FDCS) or is using the basic AirCore reservations system.

a. **FDCS handled flights.** The controlling departure airfield must ensure that before the reservations hand back is transmitted; all FTR passengers are identified with a remark giving the reason for non-enplanement.

(1) Once the flight has departed the controlling departure airfield is to retrieve all relevant PNRs from reservations and ensure that all multi-name PNRs are correctly divided out, the appropriate segment cancelled and reasons for FTR inserted. Once all FTR PNRs are actioned, they are to be placed on Q/48 of the originating booking office.

b. **Non-FDCS handled flights.** At shut-out, the controlling departure airfield is to call up the relevant PNR, cancel the appropriate segment and enter a remark giving the reasons for non-enplanement. The PNR is then to be placed on Q/48 of the originating booking office. On no account are personnel to cancel any other segments on the PNR unless confirmation is made that they are no longer required.

42. **Booking Office Action in Respect of Fail to Report Passengers.** Booking offices are to report FTR details which are placed on their Q/48 to the appropriate despatching unit. Any further segments within the PNR are to be cancelled.

UNUSED E TICKETS

43. **E Tickets No Longer Required.** The relevant travel cell should be informed at the earliest opportunity if booked flights are no longer required. This will enable the MOD to recoup some/all of the fare, dependent on the ticket restriction at the time of booking.

TRAVELLERS WITH SPECIAL REQUIREMENTS

44. **Special Dietary Requirements.** Personnel are responsible for ensuring that accurate information is provided to Travel Cells and Booking Offices regarding special dietary requirements i.e. Vegetarian or gluten-free special meals, and to include information that might be useful to the crew i.e. allergies to nuts etc. Travel Clerks and Booking Office personnel making flight reservations, are to ensure that the booking is annotated accordingly. They are to ensure that such requirements are included on the PNR as a GENFAX special remark, which will allow the information to be available to handling staffs and crew for both military and charter flights.

45. **Special Medical Requirements.** Personnel are responsible for ensuring that accurate information is provided to Travel Cells and Booking Offices regarding special medical requirements i.e. dates of confinement, casts etc. Medical requirements are to be categorised by the AECCC. Travel Clerks and Booking Office personnel making flight reservations are to ensure that the booking is annotated accordingly. They are to ensure that such requirements are included on the PNR as a GENFAX special remark, which will allow the information to be available to Aeromed staffs, handling staffs and crew for both military and charter flights.

46. **Aeromedical Declaration.** The use of this document is strictly limited to Patients and Escorts who are unable to check-in via normal procedures due to medical reasons. For such situations, the Senior Medical Escort must ensure that the Proforma F/Mov/Amed is completed and submitted at the earliest opportunity at the air terminal. This declaration is not intended to replace normal passenger documentation procedures, but has been designed as an aide to the "Check-in" process only.

47. **Air Movements Staff Responsibilities.** Air Movements staff at the airheads are to check passenger lists for any special dietary and medical requirement remarks and notify flight catering, Aeromed and or crews as appropriate.

INTENTIONALLY BLANK

ANNEX A TO PART 2 CHAPTER 3: LIST OF MOD BOOKING AGENCIES

SER	LOCATION	MIL TEL NO	CIV TEL NO	POC	SMA
1	Fd Army Mov, Sp Branch	Ramillies Bldg, Andover	Mil: 94391 Civ: 01264 38 + Ext (unless detailed)	SO2 Log Mov - 3336 WO1 Mov – 7230 (Civ +1230) WO2 Mov – 7870 (Civ +1870) OTX and Ops SNCO's – 3325 / 7783	
2	CAD NORTHOLT	NORTHOLT 95233	0208 833 EXT	OC CAD 8940 SNCO 8965 JNCO 8966 CAD BHX 07766365616 DUTY MOB 07770586735	
3	HQ Regional Command, Lisburn, Thiepval Bks	9491	0289 22 + Ext	SSgt 66265 Cpl 66322 LCpl 66322 Booking Clerk 66241 Booking Clerk 66724 Booking Clerk 66392 Fax: 66075	
4	HQ Regional Command, Bulford, Ward Bks	94321	01980 67+ Ext	MCWO 2764 SSgt 2285 MBO Supervisor 2257 Booking Clerk 2990 Booking Clerk 3354 Booking Clerk 3313 Fax: 3242	
5	3 UK DIV	BULFORD 94321	0198067 EXT	SO3 MOV 2962 DIV MOV WO 3034 Fax: 32091	
6	1 UK DIV	YORK 94777	01904 66 EXT	SO3 MOV 8985 DIV MOV WO 8881	
7	HQ Regional Command, Aldershot, Montgomery House	94222 + Ext	01252 86 + Ext	MCWO 7792 SSgt Ops 7793 Sgt OTX 7785 Fax: 7715	
8	NCHQ LAND CSS MOV CELL	WHALE ISLAND 93832	0239262 EXT	SO2 MOV 5782 WO1 MOV 5858 SSGT MOV RLC 5767 SGT TCO RM 5785 SGT MOV RM 5768	MOVCONRM PORSTMOUTH OR CINCFLEET PORTSMOUTH FOR ACOS CAP LAND LOGS MOV
9	HQ 3 CDO BDE RM WO MOV	PLYMOUTH 9375	01752 8 EXT	WO MOV 36243	3CDOBDERMF TAO: WOMOV
10	HQ BFG	CATTERICK BARRACKS 94881	0049 521 9254 EXT	SO3 G4 LOG OPS 2411 WO1 SA MOV 2418 DUTY MOB +491722129044 RAIL EXEC 2417 HEVEY LIFT 2420 Fax: 2423	

SER	LOCATION	MIL TEL NO	CIV TEL NO	POC	SMA
11	29 REGT RLC	BIELEFELD 69 PC & MC SQN 94881	0049 521 9254 EXT	OC 69 SQN 3288 SMC 3784 SNCO MCC 3292 SSGT TPS 3290 JNCO OPS 3279 DMO(G) 0049 1722 186 269 Fax: 3780	
12	JOINT MOV SQN AKROTIRI	AKROTIR1 94120	MOBILE 0032 475 275632 00357 2527 EXT	SGT RAF 5204 MOV OPS SSGT 5218 ATLO 5206 003572527 Fax: 5915	JABC AKROTIRI MOVOPS AKROTIRI
13	ASCENSION ISLAND	9231 98537	00247 EXT	OC MOV 3347 Fax: 6862	MOVS ACENSION
14	PRISTINA	FMCC 94161	FMCC 00871762134 237		MOVCON PRISTINA
15	BRUNEI	94193	00673 3224101	SMC (FE) 3716 SNCO MOV 3713 JNCO MOV 3396 DUTY MOB 00673 8740635 Fax: 00673 3223425	
16	GDMC AIR MOVS FLT RAF GIBRALTAR BFPO 52	9231 98531 EXT	00350 200 5 EXT	OC MOVS 5868 SNCO 5482 JNCO 5834 MOBILE 0035056390000 5862	HQBF GIB FOR MOVEMENTS
17	MOVS FLT MOUNT PLEASANT	94130005007 EXT		OC AMF 6181 SNCO / JNCO JABC 6434 / 6442 Fax: 6158	HQ BFSAI FOR AIRMOVS FLT OTHER DEVELOPED SITES
18	JSU NORTHWOOD	9360		46898 / 46964 Fax: 46999	
19	HIGH WYCOMBE (HQ AIR) TRAVEL CONTROL CENTRE	95521	01494 49 EXT	6634 / 6117 Fax: 7915	
20	GLASGOW	95461		3527 / 3526	
21	HEREFORD	94475		2454	
22	WADDINGTON TRAVEL CENTRE	95771	01522 72 EXT	6886 / 696	

ANNEX B TO PART 2 CHAPTER 3: VISIT STAFF CLEARANCES FOR PERMANENT JOINT OPERATING BASES (PJOB)

Aim

1. PJHQ assumed Operational Command (OPCOM) of the PJOBS, Cyprus, the South Atlantic Islands, Gibraltar and Diego Garcia, on its inception in 1996. The aim of this Annex is to provide guidance on the process of staffing visits by individuals and parties travelling to any of the PJOBS on temporary duty.

Administration

2. The PJOBS are administered through JFC. All queries should in the first instance be directed to J5 through PJHQ J5 Plans SO2 A.

Visitors Other than One Star and Above

3. Temporary duty visits by other than One Star and above (or civilian equivalent (Grade 5)) require sponsorship by the appropriate PJOB HQ or by a unit permanently based in the PJOB. Potential visitors should contact the appropriate PJOB HQ or unit to be visited to request staff clearance to visit. The sponsor branch or unit concerned will consider the request and where appropriate seek approval of the BLB Holder and apply to the PJOB HQ for staff clearance. If the visit is approved, a staff clearance number will be allocated to the visit which must be annotated as an APFAX within the PNR. It is then the sponsor's responsibility to advise the visitor whether the request is approved or not. If the visit is approved, the sponsor should also pass on the staff clearance number to be used as the authority to apply for air passage. It must be noted that flight bookings will not be confirmed without the staff clearance (in the form of a serial number) from the appropriate theatre HQ.

4. Requests for visits to the PJOB from the UK and from areas abroad to the PJOB are to be scrutinised to ensure that:

- a. Only those visits that are essential are forwarded to the PJOB HQ for approval.
- b. The duration of and the composition of the group for the visit are the minimum required for the task.
- c. Local representatives or an exchange of correspondence could not achieve the purpose of the visit.
- d. One visit could be used to cover other subjects, thus avoiding additional visits.
- e. Maximum notice is given of visit requirements.
- f. Exercises subject to an SLA receive only one visitor (VIP or non-VIP).
- g. A sponsor UIN for the home unit is authorised to cover any identifiable costs (accommodation, car hire, etc).

Exemptions

5. These instructions do not apply to the following categories of personnel:

- a. Crew members and supernumerary crew members of RAFATF aircraft undertaking training or courier flights.

- b. Personnel performing courier duties who travel on an RAFATF and charter scheduled trooping service.
- c. Ground Crews travelling in RAFATF aircraft for the purpose of maintaining an operation.

PJOB Points of Contact

6. The theatre points of contact for each PJOB are at Table 4:

Table 4: PJOB Points of Contact

Cyprus	SO3 Cmd Gp Support Tel Mil 94120 3304 Civ 00357 2596 3304. POC details for respective J Staff Branches are included in BFC SO 32.
Gibraltar	SO1 Heads of Dept. Visits by 1* and above: SO2 ComdSptCell Tel: Mil: 94110 5001. Civ: +350 20055001
British Indian Ocean Territories	Executive Officer. Mil: 9205 060 101 5003. Civ: 00 246 370 2930
South Atlantic Islands	SO3 Visits/Protocol. Tel: Mil: 94130 6181. Civ: 005007 6181
Ascension Island Base	Chief of Staff. Tel: Mil: 92319 8537 3372. Civ: 00247 3372 (Fax: 00247 6780)

Senior Visitors (One Star and Above)

7. In order that visits by senior officers are properly staffed, all such visits are to be co-ordinated through PJHQ J5 and a separate DIN is available detailing the most up to date instructions. Organisers of visits by One Star officers and above should inform PJHQ of their intention to visit prior to contacting the PJOB, preferably more than 6 weeks in advance of the visit, although it is understood that, exceptionally, such a notice period may not be feasible. Applications for visits by senior officers are to be submitted to PJHQ J5 Plans SO2 A using the aforementioned DIN.

APPLICATION TO VISIT A PJOB ON TEMPORARY DUTY (ONE STAR AND ABOVE
SERVICE AND CIVILIAN OFFICERS)

Return to: PJHQ J5 Plans SO2 A, Northwood Command Centre,
Sandy Lane, Northwood, Middlesex, HA6 3HP.
DFTS: 9360 55511, Civil: 01923 955511 Fax Mil: 9360 55539,
Civil: 01923 955539
Email: PJHQ-J5-Plans-SO2 A

Applicants Name, Initials and Post Nominal:

Rank/Grade: Appointment:

Aim of Visit:

Nominated PJOB Sponsor/BLB Holder:

	Time	Date	RAF Trooper*
ETA and Method of Travel			Civ Air
ETD and Method of Travel			VIP Aircraft

*RAFT AT for Cyprus and SAI; Civair for Gibraltar; Civair then transfer via US AMC from Bahrain or Singapore for BIOT.

Proposed Itinerary:

Accommodation required:

The visit costs are attributable for the following Unit UIN:

--	--	--	--	--	--

Budget Holder:

Signature:

Rank:

Name:

Tel:

INTENTIONALLY BLANK

ANNEX C TO PART 2 CHAPTER 3: VISIT STAFF CLEARANCES FOR OPERATIONAL THEATRES

Aim

1. The aim of this Annex is to provide guidance on the process of staffing visits by individuals and parties travelling to PJHQ controlled Operational theatres.

Administration

2. Visits to Op theatres are administered through PJHQ J3. All queries, in the first instance, should be addressed to the specific Op theatre visits clerk. Further detailed information can be found via the Defence Intranet on the Visits to Theatre website.

Visitors Other than One Star and Above

3. Contractors and non-MOD civilians. Information contained within this Annex does not apply to contractors or non-MOD employed civilians. Advice should be sought from the CONDO Mounting Cell.
4. Contractors on Deployed Operations (CONDO). Further information regarding the CONDO Mounting Cell process for deployment of Contractors can be found on the Defence Intranet by following the [CONDO Mounting Cell Link](#).
5. **Qatar.** All passengers visiting or transiting Qatar are subject to host nation immigration policy. Immigration procedures for entry into Qatar are strictly adhered to and failure to comply frequently leads to personnel being deported from Qatar with no opportunity to return. PJHQ J3 staff will staff the Article 11 request on behalf of the individual / group if requested. Passengers are to adhere to the following:
 - a. All personnel must be in possession of a UK passport ¹.
 - b. All personnel must be in possession of a PRISTINE UNDAMAGED MOD Service / Civil Service ID card ².
 - c. Personnel are to be placed on the article 11 list at least 15 working days prior to arrival.
 - d. All personnel are to be in possession of a Qatari Travel Order correctly completed. The start date on the Qatari Travel Order must be for the date of travel.
6. **Application Procedures.** PJHQ J3 require 4-6 weeks' notice for all visits (except for those which are deemed by PJHQ to be Operationally essential). If requests are submitted outside of this 4-6-week timeframe the individual / group are not to contact PJHQ J3 visits clerk until 2-3 days prior to the proposed visit start date at the earliest. A visit submitted outside the specified timeframe will take less priority when seeking clearance than those submitted with at least 4-6 weeks' notice (excepting those deemed Operationally essential by PJHQ).
 - a. All personnel are to read the guidance notes and complete the Visits Authorisation Request Form (VARF), once completed it is to be submitted to the relevant Op theatre visits clerk. It should be noted that requests submitted via DII Restricted are not to contain any information above Restricted. It is advised that all requests should be sent by DII Secret. Copies of VARFs can be found on the Defence Intranet (see link at para 2).

¹ F&C service personnel are to be in possession of their National passport with a valid Qatari visa.

² ID Cards must be the new type with an expiry date.

b. All visit requests submitted must have an e-mail trail from their in-theatre sponsor stating that the requested dates are suitable and that the visit sponsor is content for the visit to take place. Without this supporting evidence the visit is likely to be refused.

c. The PJHQ visits desk will support all MOD departments who have an operational requirement to send visitors to theatre. Non- MOD employees or contractors will be supported by the CONDO Mounting Cell.

7. **Essential Equipment.** All MOD personnel deploying to theatre, regardless of tour length, must be in possession of a serviceable respirator with two operational canisters.

8. **Current Operational Theatres.** Theatre specific requirements are detailed on the Defence Intranet for both Service and Civilian personnel. All personnel intending or planning to visit any operational theatre are advised to access the link at Paragraph 2 above.

Senior Visitors (One Star and above)

9. In order that visits by senior officers are properly staffed, all such visits are to be co-ordinated through the PJHQ J3 VIP visits officer. Applications for visits by senior officers are to be submitted to the PJHQ VIP visits officer on DII Secret using a VARP as at Appendix 1 for Op theatres or Appendix 2 for UN Missions.

Points of Contact

10. The relevant points of contact are at Table 5:

Table 5: Points of Contact for VIP Visits

Op TORAL – Afghanistan	PJHQ-J8-S20- Visits@mod.gov.uk	Tel: Mil: 9360 55358, Civ: 01923 955358
Op KIPION – Broader Middle East		Tel: Mil: 9360 55381, Civ: 01923 955381
RoW/UN JOA		Tel: Mil: 9360 55382, Civ: 01923 955358
PJHQ VIP Visits Officer		Tel: Mil: 9360 55384, Civ: 01923 955384
S2O Branch		Tel: Mil: 9360 55875, Civ: 01923 955875
CONDO Mounting Cell	No Multiuser Email Available	Tel: Mil: 9679 81107, Civ: 003679 81107

ANNEX D TO PART 2 CHAPTER 3: VISIT STAFF CLEARANCES FOR BRITISH FORCES GERMANY (BFG)

Aim

1. The procedures for temporary duty visits to, exercises in or transits through the Federal Republic of Germany (FRG) by British Forces or members of the civilian component are contained within the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA). These agreements recognise FRGs right as a sovereign state to be informed of and consent to (Political Clearance) such visits, exercises or transits, except as shown at Paragraph 2 below. Further details regarding staff clearance for BFG are contained in 2010DIN07-018.
2. Visits by British military and civilian personnel to British military bases in FRG do not require the approval of the Federal Authorities. However, there remains requirement for relevant HQ staffs to be made aware in advance of individuals or groups visiting or on temporary duty (Staff Clearance (SC)). This is particularly the case in the event of emergencies (compassionate welfare matters, traffic accidents etc).

Visit Sponsors and Administration

3. The sponsor for visitors is to be the unit, establishment or staff branch being visited. It is the responsibility of the sponsor to establish the aim of the visit and obtain SC and, where necessary, Political Clearance, through the appropriate Clearance Authority. The duties of sponsors and administrative instructions for staff visits and other temporary duty, excluding training, in Germany are contained in Standing Orders for British Army (Germany) (SI BF(G)) 1111.
4. Visits or temporary duty, even when made by the holder of an appointment having a right to visit by virtue of his or her charter or terms of service, must be of positive benefit to the headquarters, establishment or unit being visited to be acceptable. Staff and Political Clearance for Visits and Temporary Duty
5. Whilst Staff Clearance (SC) is the routine procedure for authorising visits or temporary duty, there are a number of activities, particularly those related to training, which require specific authority (Political Clearance) from the German Federal Authorities before they can be allowed to take place. Applications for Political Clearance must be submitted in accordance with the procedures, particularly timeframes, laid out in this instruction; failure to do so may result in authority being denied for the activity to proceed.

Clearance Authorities

6. There are a number of authorities from whom SC and/or Political Clearance must be sought, depending upon the nature of the temporary duty. The appropriate authorities for the different types of visits / training are as follows:
 - a. **J3 Visits, HQ UKSC.** Staff visits or other temporary duty within HQ UKSC, HQ 1 Sig Bde and HQ 102 Log Bdes and units under command, Garrison HQs, BFG Health Service, HQ Service Children's Education and other Germany based HQs, units or organisations, except those listed at Paragraphs 7b-i below. (Paragraphs 11-17)
 - b. **J3 Trg, HQ UKSC.** Training within or transit through FRG by non-Germany based formations, units or individuals. Detailed instructions for obtaining clearance for training activities and transit movement (including transit movement through Northern France and the Low Countries) are at Appendix 3.
 - c. **HQ 1 (UK) Armd Div.** Staff visits within HQ 1 (UK) Armd Div and HQ 4, 7 and 20 Armd Bdes and all units under command. Paragraphs (11-17).

d. **HQ LWCTG(G).** Staff visits or other temporary duty (excluding military training or exercises - see Paragraph 7b above) to units or training establishments under command LWCTG(G). (Paragraph 13).

e. **HQATG(G).** Adventurous Training (AT) Expeditions. (Paragraphs 18-19).

f. **BF(G) Sports Board.** Visiting sports teams or individuals. (Paragraphs 20-21).

g. **British Embassy Berlin.** Visits to German Armed Forces or German Defence Industries. (Paragraph 24).

h. **24 Liaison HQ.** Visits to US Forces stationed in FRG. (Paragraphs 26-29).

7. In all cases where more than one area is to be visited, clearance is required from each relevant Clearance Authority.

Categories of Visitor

8. There are three categories of visitor, as follows:

a. VVIP

Members of the Royal Family
The Prime Minister
Members of Foreign Royal Families
Foreign Heads of State
Heads of the Church (e.g. Archbishop of Canterbury)
British Cabinet Ministers

b. VIP

Officers of the Services of any country in the rank of Brigadier or above and civilians of equivalent status
Regimental Colonels of any rank
Civilians not easily categorised (e.g. MPs, Parliamentary Groups etc)
Any joint Service group (e.g. RCDS, NDA or Staff College).

c. Non- VIP

Officers in the rank of Colonel and below or civilians of equivalent status.

9. The category of the visitor will dictate the level of administrative support required for the visit (reception arrangements, transport etc).

Visits to HQ UKSC or HQ 1 (UK) Armd Div

10. Detailed administrative instructions for use by sponsors of visits to HQ UKSC and HQ 1 (UK) Armd Div are contained within SI BF(G) 1111.

Senior Visitors (One Star and above)

11. Royal Visits.

a. **Invitations.** Invitations to Members of The Royal Family to visit headquarters, establishments and units are issued through the chain of command to MOD Service Departments.

b. **Units with Royal Honorary Appointments or officially Recognised Special Relationships.** Where a Member of The Royal Family holds an Honorary Appointment or officially recognised Special Relationship with a unit, the Commanding Officer may exercise his prerogative to deal directly with the Private Secretary concerned, but see Paragraph 12 below.

c. **Administrative Procedures for Royal Visits.** Detailed administrative procedures, to be followed in all cases by sponsors of Royal visits to Germany are contained in the relevant DINs.

12. **VVIP Visitors (excluding Royal Visits).** All VVIP visits must be notified in the first instance to HQ LAND (SO2 G3 Coord(B)). The coordinating agency for VVIP visits to BF(G) will be HQ UKSC (J3 Visits) or HQ 1 (UK) Armd Div (G3 O&D / Visits), depending upon the HQ to be visited. In cases of joint visits to Army and RAF HQs/units or visits to the BFG area, HQ UKSC (J3 Visits) is to act as the co-ordinating agency.

13. **VIP Visitors.** Sponsors of VIP visits are to apply for SC to HQ UKSC or HQ 1 (UK) Armd Div, as appropriate, in accordance with SI BF(G) 1111.

14. **MPs, Peers, MEPs and MDLS.** Detailed instructions for visits by MPs, Peers, MEPs and MDLS are contained in DCI (Gen) 274/01.

15. **Non-VIP Visitors.** Sponsors of non-VIP visits are to apply for SC to HQ UKSC or HQ 1 (UK) Armd Div, as appropriate, in accordance with SI BF(G) 1111.

16. **Exemptions.** There are categories of non-VIP visitor exempt from the clearance procedures above and authorised by other HQ UKSC staff branches. These categories and the clearance authorities for them are listed are detailed in DCI Gen 71 2004 dated 27 Feb 04.

Visits to HQ LWCTG(G)

17. Applications for SC for visits to LWCTG(G) are to be submitted in writing, at least four weeks in advance, to HQ LWCTG(G), BFPO 16.

Adventurous Training Expeditions

18. The rules for Adventurous Training (AT) Expeditions are contained within Single Service Regulations. Applications to mount AT Expeditions in Germany, completed in accordance with the regulations, are to be submitted to HQ ATG (G), BFPO 16.

19. **Political Clearance.** Where FRG political clearance is required for AT Expeditions, HQ ATG(G) is responsible for arranging clearance through BFLO(G), HQ UKSC.

Sports

20. Sponsors of visiting sports teams/individuals are to submit applications for SC to:

BF(G) Sports Board JHQ Rheindahlen
BFPO 140

21. **Political Clearance.** Where FRG political clearance is required for participation in sports, BF(G) Sports Board is responsible for arranging clearance through BFLO(G), HQ UKSC.

UK Based Officers Visiting TA Units Training in Germany

22. Visits by UK based officers to TA units training in Germany are entirely the responsibility of the TA unit being visited. The unit is to arrange SC for such visits with the appropriate Clearance Authority.

Visits to German Armed Forces or German Defence Industries

23. Applications for British military or civilian personnel to visit German Armed Forces or German defence industries are to be submitted on MOD F800 (UK/GE) at least 25 working days in advance of the proposed visit to Defence Section, British Embassy Berlin to allow Political Clearance to be obtained from FRG.

Visits to BFG by non-British Military Personnel

24. Sponsors of non-British military personnel wishing to visit or conduct training attachments in BFG are to apply in accordance with the instructions at Appendix 2. The following additional rules apply to these visits / attachments:

- a. The visitors are responsible for obtaining appropriate entry documentation (visas etc) to visit Germany.
- b. Unless prior approval has been given by FRG authorities, they are to wear civilian clothes, except within British military installations or when travelling in military transport between such installations.
- c. Advice is to be sought from Media Ops staffs at HQ UKSC or HQ 1 (UK) Armd Div, as appropriate, before any publicity of the visit or attachment is announced.

Visits to US Forces in Germany

25. Units or individuals wishing to visit HQ United States Army Europe (USAREUR) or any of its subordinate formations or units is to apply to the Senior British Liaison Officer (SBLO) 24 Liaison HQ, copy to J3 Trg, HQ UKSC at least 30 days in advance of the proposed visit. Applications are to be submitted in the format at detailed in Annex C to DCI Gen 71 2004 dated 27 Feb 04.

26. Individuals and units are to be in possession of NATO Travel Orders (F/Mov 220) during their visit. If classified material is to be discussed, a certificate showing level of security clearance held and the highest classification to be discussed will be required.

27. **Messing / Accommodation.** Mess or transit accommodation and messing is not normally available through US sources. Meals in barracks are to be paid for in US dollars. Units and individuals should be aware that NRSA will be required to be paid for the whole period of the visit.

28. **Post Exchange (PX).** The following rules apply to PX facilities in US bases:

- a. Individuals will be permitted access to PX facilities on production of a military identity card (MOD Form 90), provided clearance has first been arranged in accordance with this instruction.
- b. Rationed items may be purchased from certain US facilities by use of the BFG Shopping Permit. This entitlement should be checked before any visit.
- c. In exceptional circumstances, access to Commissary facilities may be authorised for certain formed units (e.g. units training on US areas or units involved in Adventurous Training). Access will be limited to one person per unit and authority is to be sought from

SBLO 24 Liaison HQ in the first instance. Individual visitors will not be granted access to Commissary facilities.

CLEARANCES FOR EXERCISING IN, AND TRANSITING THROUGH, GERMANY BY NON- GERMANY BASED UNITS AND FORMATIONS

References:

- A. Supplementary Agreement to the NATO Status of Forces Agreement (SOFA).
- B. Standing Orders for British Forces in Germany (SI BF(G)) 4300.
- C. LWC Letter TSC(L) 8033 dated 30 Apr 01.
- D. Note Verbale of Her Britannic Majesty's Embassy No 3299 of 24 Jun 99.
- E. Note Verbale of the Federal Ministry of Foreign Affairs No 503-554.52 of 12 Aug 99.

Introduction

1. The introduction in March 1998 of the revised version of Reference A led to more stringent procedures for exercise and transit clearances in Germany. British Forces have to notify the appropriate German Authorities of their plans to exercise in, or transit through, Germany.

Aim

2. The aim of this instruction is to ensure that all non-Germany based units and formations are aware of the clearance procedures for training in or transit through Germany in order that the appropriate clearances are gained in a timely and efficient manner. All training in Germany by non-Germany based units is subject to prior approval of the exercise/training activity by Trg Branch, HQ LAND.

General Principles

3. Units based outside Germany and wishing to conduct training in Germany must seek the permission of the German Authorities to do so, through J7 Branch HQ UKSC. Exercises and activities that require such permission include participation in CAST/CATT, Exchange Training, Battlefield Tours and all military training involving Regular, TA, Cadet or UOTC units. UOTC individual attachments to Germany based units do not require such permission as the attachment of an individual to a Germany based unit provides that individual with the necessary status for the duration of the attachment. The right to train over private land is not available to units stationed outside Germany.

Clearance Requirements and Procedures

4. **Reinforcement of Germany Based Formations and Units.** Units and groups from units considered to be an integral part of a Germany based unit or formation, but those originate from a unit based outside Germany, are to obtain clearance through the Germany based host formation or unit. Requests for clearance are to be submitted to J7 Trg HQ UKSC, at least five weeks in advance of the start of the exercise or transit activity using the format at Appendix 1. In addition, all movement clearance is to be completed in accordance with Reference B, through 24 Regt RLC.

5. **Battlefield Tours.** Units based outside Germany that wish to conduct Battlefield Tours within Germany are to comply with the Clearance procedures laid down in Reference C; applications are to be submitted to J7 Trg HQ UKSC, copy to the Defence Section, British Embassy Berlin.

6. **Transit through Germany.** Non- Germany based units or groups training in another country but requiring transit through Germany must obtain movement clearance from the German

Authorities. Applications for clearance, in accordance with Reference B, are to be made to 24 Regt RLC. Units are to note that travel restrictions apply in Germany at weekends and on public holidays and that convoy restrictions may also be applied during events such as trade fairs and during the summer holiday period. Further advice on these restrictions can be obtained from G4 Log Sp Mov Ops, HQ UKSC or 24 Regt RLC.

7. Visiting, Exercising or Transiting through the Former Eastern Germany, including Berlin. Non- Germany based units or individuals visiting, exercising or transiting through the former Eastern Germany, including Berlin, require permission to do so from the German Authorities in accordance with the "Four plus Two" agreement dated 12 Sep 90. Clearances are to be applied for through J7 Trg HQ UKSC, at least five weeks in advance of the start of the exercise or transit activity. In addition, all movement clearance is to be completed in accordance with Reference B, through 24 Regt RLC.

8. **Transit through the Low Countries and Northern France.** In all cases, planned movement with proposed routes and timings, in addition to any request for HN assistance, is to be notified to the UK Mov & Liaison Staff (Low Countries). Additionally, there is a requirement for units to advise 731 Sy Det, who provide security advice and assistance to UK units and individuals in transit through Belgium, The Netherlands, France and Luxembourg.

9. **Forces of Other Nations.** Forces of Other Nations that are not part of a Germany based unit participating in exercise, sporting, or any other training activity sponsored by BF(G) require the permission of the German Authorities. Such activities include PfP Exercises, bridging competitions, parachuting competitions and exchange exercises. Clearance for such activities is to be applied for through the following separate channels:

a. The Germany based formation or unit sponsoring the exercise or activity is to initiate an application through either J7 Trg HQ UKSC, BF(G) Sports Board or HQ ATG(G), in the format at Appendix 2, at least six months prior to the planned date of the exercise or activity.

b. The Embassy in Germany of the Other Nation's Force requiring clearance, is to apply directly to the German Federal Ministry of Defence (FMOD). Responsibility for initiating this application lies with the Visiting Force.

c. Clearance for exchange programmes, including LONG LOOK is required in accordance with References D and E. Clearance applications are staffed to the FMOD by SO2 IDT (Att) HQ LWC, through J7 Trg, HQ UKSC, at least four weeks in advance of the commencement of the attachments.

10. **Exercise / Activity Programme.** BF(G) is expected to provide details of its annual programme of training to FMOD. Non-Germany based units and formations wishing to train in Germany are to submit details as follows:

a. **By 1 March Each Year.** Activities for the forthcoming period 01 Sep YY to 31 Aug YY.

b. **By 1 September Each Year.** Activities for the forthcoming period 01 Mar YY to 28 Feb YY.

This timeframe allows the appropriate German Authorities to be informed of planned activities at least six months in advance, whilst allowing units the opportunity to make alternative arrangements should the FMOD raise objections. Submissions are to be in the format at Appendix 3.

11. **Exercise Recces.** Exercise recces are to be treated as staff visits through the appropriate staff clearance chain. However, should the makeup of the recce party consist of forces from other nations then political clearance is required in accordance with Para 9 above.

Table 6: Exercise Recce Advice Numbers

Exercising in Germany	SO3 J7 Trg HQ UKSC, BFPO 140	94 872 2337
Transit in / through Eastern Germany Länder	HQ BFLO(G), BFPO 140	94 872 4690 or 2717
AT activities	HQ ATG(G), BFPO 16	94 879 2366 or 2573, 2919
Movement	G4 Log Sp Mov Ops HQ UKSC, BFPO 140	94872 2283 or 2284
	24 Regt RLC, BFPO 39	94 881 3130 or 3288

12. Appendices:

- a. Request for Entry / Transit in the Federal Republic of Germany.
- b. Forces of Other Nations Participating in a BF(G) Sponsored Event - Political Clearance.
- c. Non-Germany based Units and Formations exercise / activity Programme.

APPENDIX 1 TO ANNEX D TO PART 2 CHAPTER 3: REQUEST FOR ENTRY / TRANSIT IN THE FEDERAL REPUBLIC OF GERMANY

Entry into Germany: Yes / No

Transit through Germany: Yes / No

Name of Exercise/Competition:

Brief Outline of Activity:

Exercise/Transit dates:

Exercise/Transit (Delete as appropriate):

UN Mission.

NATO Exercise.

Partnership for Peace (PfP).

Bilateral Exercise.

Competition.

Troop Exchange.

Maintenance.

Other.

Head of delegation/transport officer in charge:

Rank:

Name:

First Name:

Appointment:

Exercise Area/Sponsor:

Name:

Address:

Country:

Point of Contact:

Telephone Number:

Application to wear uniform:

For stay in Germany Yes / No

For transit Yes / No

Deployment:

Entry from:

Neighbouring State.

Border Crossing Point.

Motorway/Federal Highway Number/Airfield/Railway crossing point.

Date.

Time.

Exit to:

Neighbouring State.

Border Crossing Point.

Motorway/Federal Highway Number/Airfield/Railway crossing point.

Date.

Time.

Recovery:

Entry from:

Neighbouring State.

Border Crossing Point.

Motorway / Federal Highway Number / Airfield / Railway Crossing Point.

Date.

Time.

Exit to:

Neighbouring State.
Border Crossing Point.
Motorway / Federal Highway Number / Airfield / Railway Crossing Point.
Date.
Time.

Eastern German States to be transited:

Berlin.
Brandenburg.
Mecklenburg-Vorpommern.
Sachsen.
Sachsen-Anhalt.
Thüringen.

Military vehicles, railway:

Trucks by Nos. and Type.
Cars.
Coaches.
Weapon systems.
Freight wagons (rail).
Passenger coaches (rail).
Others.

List of combat vehicles and weapons:

Types	Quantity	List of Ammunition	Calibre	Hazardous Good Classification

List of Hazardous Goods:

Quantity	Designation/Type	UN Stock Number	Gross Weight (kg)	Net Explosive Weight (kg)	Hazardous Goods Classification

Weapons and ammunition:

Numbers of Small Arms:
Numbers of Sports weapons:
Ammunition by Qty and type:
Fuel / lubricants by Qty and type:
Transported with:
Transport vehicles.
In bond (e.g. Containers).

The regulations for the transport of hazardous goods by road (European ADR Agreement) and by rail (RID) are known and will be complied with. Yes / No

Particulars of visitors - Nominal Roll for up to Ten Troops. For more than ten persons the responsible officer in charge must carry a consolidated list with him whilst travelling in Germany.

Name	DOB	Place of Birth	ID/PP No	Nationality	Unit

Signature:

Rank:

Name:

Appt:

Tel:

APPENDIX 2 TO ANNEX D TO PART 2 CHAPTER 3: FORCES OF OTHER NATIONS PARTICIPATING IN A BF(G) SPONSORED EVENT POLITICAL CLEARANCE

To:

SO3 J7 Trg
J7 Trg
HQ UKSC
BFPO 140

**FORCES OF OTHER NATIONS PARTICIPATING IN A BF(G) SPONSORED EVENT -
POLITICAL CLEARANCE**

You are requested to approach the FMOD with a view to obtaining Political Clearance for the following activity:

Exercise name and activity:

Location:

Sponsor:

Dates:

Details of other nation's forces (to include unit, country of origin and numbers involved):

Justification:

TO BE SUBMITTED AT LEAST SIX MONTHS IN ADVANCE OF PLANNED ACTIVITY

INTENTIONALLY BLANK

**APPENDIX 3 TO ANNEX D TO PART 2 CHAPTER 3: NON- GERMANY BASED UNITS
AND FORMATIONS EXERCISE / ACTIVITY PROGRAMME**

To:

SO3 J7 Trg
J7 Trg
HQ UKSC
BFPO 140

**NON- GERMANY BASED UNITS AND FORMATIONS EXERCISE/ACTIVITY
PROGRAMME FOR THE PERIOD**

1 SEP YY - 31 AUG YY /1 MAR YY - 28 FEB YY

Exercise Name or Activity:

Dates:

Unit:

Contact (Name and Tel Number):

Planned exercise / activity location:

Sponsor:

Contact (Name and Tel Number):

Details of other forces attached: (country of origin and personal details):

Justification:

To be submitted by:

By 1 Mar each year - Activities for the forthcoming period 1 Sep YY - 31 Aug YY.

By 1 Sep each year - Activities for the forthcoming period 01 Mar YY - 28 Feb YY.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX E TO PART 2 CHAPTER 3: TYPES OF TRAVEL (TOT) CODES

Code	Type of Travel (TOT)
1	MMA (ODR)
2	MMA (PTR)
3	Subsistence Allowance
4	Hired Road Transport for Personnel Movement
5	Travel Expenses (including short sea ferry travel, taxi fares) Not Covered Elsewhere
6	MMA RPOD / CLR
7	Freight (hired road transport)
8	Continental Rail
9	Rail Travel
B	Coach Travel
C	MOD Charter Air Travel
D	Domestic Civil Air Travel
F	Travel by RAF Aircraft
I	International Civil Air Travel
M	Missed Meals Allowance Paid with Subsistence Allowance

Note:

Air Travel. Where a combination of Civil and Charter or RAF travel is authorised, the MFA is to show the civil air TOT ('I' or 'D'). MFA's bearing 'C' or 'F' TOT codes will not be valid for civil air passages. For mixed itineraries, 2 MFAs are not necessary i.e. RR / Commercial or domestic / international on the same booking. One MFA will suffice and order of precedence starting with the highest is I, D, C and F.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX F TO PART 2 CHAPTER 3: SERVICE CODES (SVC)

Code	Service
0	Central Staff (civilians)
1	Royal Navy (civilians)
2	Army (civilians)
3	Royal Air Force (civilians)
4	DE&S - HQ (civilians)
5	DE&S - R&D Establishments (civilians)
6	DE&S other outstations (civilians)
7	Navy (service)
8	Army (service)
9	Air Force (service)
A	Central Staff (service)
B	DE&S - HQ (service)
C	DE&S - R&D Establishments (service)
D	DE&S - other outstations (service)
E	MOD Police
F	Suspense Accounts
G	Dockyards
H	PAGs (AFD use only)
J	Civilians (AFD use only)

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX G TO PART 2 CHAPTER 3: PURPOSE OF TRAVEL CODES - REGULAR FORCES, CIVILIANS AND DE&S

Code	UIN	Purpose of Travel
00	a	Repayment / MOD Main Account (DPRC only)
01	b	Postings - Arms Plot / Unit Move / Crew changes
02	b	Postings - Individual / IRP / Term Travel / Drafts / MOD Civil Servants (Central) Permanent Transfer
03	b	Duty - Detachment from Duty Station / Dispersal (i.e. when temporarily appointed to detached station for use by Manning and Records Offices only)
*04	a	Residence to place of duty and excess fares allowance / MOD Civil Servants (Central) Long Term Detached Duty
05	a	Season tickets
06	a	Duty - Meetings / Conferences / Visits / Escort / Inspections / Couriers / Other administrative travel
07	b	School Children's Visits Home / Escorts
08	b	Leave - Annual (RN Shore Service) / Embarkation / Disembarkation / Terminal
09	b	Leave - Separation / Mid-Tour / RN Shore Service (Married unaccompanied)
10	b	Leave - Compassionate / DILFOR / Sick / DOMCOL / FIGLEAF / OP UNION / REN / Survivors / / invaliding / special / unpaid
11	-	Operations – Personnel on Ops should be allocated to a JFET or temp duty / det duty visitors booked only once staff clearance has been confirmed using code 03 or 06
12	a	Training - Individual Course / Apprenticeship / Exam
13	-	Training - Collective / Exercises
14	a	Training - Adventure / Expeditions
15	b	Temporary Duty - Medical treatment / Hospital admissions / Casevac / Medivac
16	a	Sports travel - Army / Navy Sports Control Board Authorised Sport (only to be used with UINs designated for Service Sports Control Boards)
17	a	Sports travel - Ship / Unit / Command / Corps / District Sport
18	a	MACA / MACM / MACC
19	a	Band travel
20	b	Resettlement
21	b	Recruitment - Recruit travel
22	b	Recruitment - Potential officers travel / MOD Civil Servants (Army) Permanent Transfer
23	b	Recruitment - Publicity / KAPE
24	-	Operations (R&R) / MOD Civil Servants (Army) Permanent Transfer
25	a	School transport hire
26	a	Air travel - Prepayment
27	a	Air travel - Concessionary use by DTMP(RAF) only
28	a	Air travel - Concessionary for use by booking centres only
29	a	Freight
30-41	a	Spare
42	a	MOD Civil Servants (Navy) Permanent Transfer
43	a	Spare
44	a	MOD Civil Servants (Navy) Long Term Det Duty
45-51	b	Spare
52	a	MOD Civil Servants (Fleet Sup) Permanent Transfer
53	a	Spare
54	a	MOD Civil Servants (Fleet Sup) Long Term Duty
55-59	b	Spare
TERRITORIAL ARMY AND RESERVE FORCES (Excluding Cadets)		
60		Reservist - ACR / Project star
61	b	Postings - Individuals / IRP
*62	b	Residence to place of duty / MOD Civil Servants (Air) Permanent Transfer
*63	a	Duty - Sleepers / Pullman Season tickets / Reservations / Excess baggage / Supplements (rail and air travel only)
64	a	Duty - Meetings / Conferences / Visits / Escorts / Inspections / MOD Civil Servants (Air) Long Term Detached Duty
65	a	Training - Individual Course / Apprenticeship / Exam
66	a	Training - Collective / Exercises

Code	UIN	Purpose of Travel
67	a	Temporary duty - Medical Treatment / Hospital Admissions / MACA / MACM / MACC
68	a	Sports travel
69	a	Recruiting / Publicity / KAPE
70	a	Band travel
FAMILIES		
71	a	Air travel - Concessionary for use by booking centre only
72	b	Postings - Arms plot / Crew changes
73	b	Postings - Individuals
74	b	Leave - Other than schoolchildren's visits (includes visits to children of a previous marriage by personnel in marital category C3 - C5)
75	a	Temporary duty - Medical treatment / Hospital admissions
76	a	Repayment / Prepayment
77	b	Leave - Schoolchildren's visits / escorts
78	a	Spare
ROYAL NAVY		
79-83	b	Spare
84	a	RN Squad Temp Duty Travel (non- Hire Cars Only)
85	a	RN Squad Temp Duty Travel Car Hire Only
CADET FORCES		
86	a	Annual camp
87	a	Training duties at annual camp
88	a	Honorary Colonel visits to camp
89	a	Duty travel - Officers / Adult Instructors (AI)
90	a	Courses / Attachments / Visits
91	a	CCF - Annual camp
92	a	CCF - Unit / Depot etc visits
93	a	CCF - Other purposes of journey
94	b	ACF Regulations Chapter 8 Annex A serials 2, 6, 9, 10, 11
95	b	CCF Regulations Chapter 5 Annex A serial 14
96	-	Standing forces agreements for use by authorised agents only
ROYAL NAVY		
97	b	Sea service
98	b	Sea service credit
99	b	Harmony warrants (Additional warrants for sea goers displaced from home)
Notes: *Do Not Use for Rail a. Unit Funded b. Centrally Funded - Centrally Funded		

ANNEX H TO PART 2 CHAPTER 3: LIST OF COMMON AIRPORT CODES

Aberdeen (Dyce)	ABZ
Akrotiri (Cyprus)	AKT
Aldergrove	QBM
Ali Al Salem	QDK/OKV
Al Udeid	EID
Amsterdam	AMS
Ascension	ASI
Athens	ATH
Baghdad	BGW
Bahrain	BAH
Banja Luka	BNX
Basle/Mulhouse	BSL
Basra	BSR
Bastion	QOX
Belfast	BFS
Belize	BZE
Benbecula	BEB
Berlin (Tegel)	TXL
Birmingham	BHX
Boston	BOS
Brize Norton	BZZ
Brussels	BRU
Brunei	BWN
Bucharest	OTP
Calgary	YYC
Camp Bastion	QOX
Chicago (O'Hare)	ORD
Cologne/Bonn	CGN
Copenhagen	CPH
Detroit (Metropolitan)	DTW
Dubai	DXB
Dublin	DUB
Düsseldorf	DUS
Edinburgh	EDI
Edmonton	YEG
Frankfurt	FRA
Geneva	GVA
Gibraltar	GIB
Glasgow	GLA
Hamburg	HAM
Hannover	HAJ
Helsinki	HEL
Inverness	INV
Jersey	JER
Kabul	KBL
Kandahar	KDH
Kathmandu	KTM
Kuwait	KWI

Larnaca (Cyprus)	LCA
Leeds/Bradford	LBA
Lisbon	LIS
London (Gatwick)	LGW
London (Heathrow)	LHR
London (Stansted)	STN
Los Angeles	LAX
Luxembourg	LUX
Madrid	MAD
Manchester	MAN
Marseille	MRS
Minhad (UAE)	NHD
Milan (Linate)	LIN
Mount Pleasant	MPN
Munster / Osnabruck	FMO
Munich	MUC
Musannah	QMA
Muscat/Seeb	MCT
Naples	NAP
Newcastle	NCL
New York (John F Kennedy)	JFK
New York (La Guardia)	LGA
Orkney (Kirkswall)	KOI
Oslo	FBU
Paderborn	PAD
Paris (Charles de Gaulle)	CDG
Philadelphia (International)	PHL
Pristina	PRN
Rome (Leonardo di Vinci)	FCO
Shannon	SNN
Shetland (Sumburgh)	SDZ
Skopje	SKP
Southampton	SOU
Split	SPU
Stansted	STN
Stavanger	SVG
Stornoway	SYT
Stuttgart	STR
Tampa	TPA
Teeside	MME
Thessaloniki	SKG
Tirana	TIA
Washington (Dulles)	IAD
Zagreb	ZAG
Zurich	ZRH

INTENTIONALLY BLANK

ANNEX I TO PART 2 CHAPTER 3:

CONTENT DELETED

INTENTIONALLY BLANK

ANNEX J TO PART 2 CHAPTER 3: MANDATORY USE OF UNIQUE IDENTIFICATION NUMBERS TO MEET UKBA LEGISLATION AND FOR MASS CASUALTY IDENTIFICATION

Introduction

1. Unique Identification Numbers (either Service Number or Passport Number allows the Joint Casualty and Compassionate Cell (JCCC) to confirm a passengers' identity quickly should an incident occur with an aircraft or other mode of transport on which large groups of personnel are travelling. Passport numbers also allow the legislative requirement for the identification of personnel, when required by the UKBA, to be met when entering the UK.
2. The importance attached to the rapid and accurate identification of passengers involved in an incident cannot be overstated. As such, it is essential that all booking offices, despatching units and despatching airheads comply with the detail in this Annex.
3. When travelling by air on Mil AT or MOD Charter JCCC has an arrangement with UKBA to identify civilian passengers by Passport Number (e.g. Dependants, Government Staff, Contractors, Diplomatic Couriers, etc). For other modes of transport, the timely identification of a civilian passenger may be greatly improved where a Passport Number is provided.

Responsibilities of Booking Offices and Despatching Airheads for Air Travel

4. Booking Offices and despatching airheads are to ensure that either a Service Number for service personnel or a Passport Number for civilian travellers, is recorded on the PNL and/or manual manifest and that a copy is maintained within the aircraft flight folder. In the event of an incident, the last despatching airhead will be directed to provide a copy to the JCCC as the manifest provides the most accurate and up to date list of those on board the aircraft. In addition, booking offices are to note that it is a mandatory requirement to ensure that all PNRs are fully completed, and, include rank and final destination (as well as the mandatory ID number). This is particularly important when adding detail to group bookings.

Booking Process

Fact Code - IDNO

5. To enable the recording of Identification Numbers within PNRs, the Airport Fact Code "4FIDNO" should be used, ensuring that the 4FIDNO is passenger related. This enables all passenger identification numbers (either Service Number or Passport Number) to be viewed on the Passenger Name List (PNL). The Fact Code does not appear in any lists on FDCS.
6. With immediate effect, the following Fact Code is to be used in all PNRs:

4FIDNO Free Format 58 Characters (Enter) e.g. 4FIDNO P4821234, Or: 4FIDNO PPN
012349876

NOREC Passengers and Add-Ons

7. During check-in, there will be occurrences where additional or late passengers need to be added to the final manifest. When time permits, passengers should be added in Reservations mode, using the new Fact Code: 4FIDNO. If time is a significant constraint, passengers may be added in FDCS mode by using the EN/EG method, however this is to be avoided unless there is no other practicable alternative.

Despatching Airhead Manifest Checks

8. Regardless of the method used to add additional passengers to the flight manifest, it is essential that their identification numbers are recorded and retained in the flight folder; manuscript additions to the PNL are acceptable if there is no other alternative. Despatching airheads are to ensure that local procedures are amended to include a pre-departure check of pax manifests (PNL or manual) to ensure that identification/passport numbers are recorded for every passenger travelling.

Arrival and Departure Messages

9. Airheads are also to note the requirement to ensure that all aircraft departure and arrival messages are copied to ATMC (HYCOMRR). This ensures that ATMC staffs are aware of the latest flight following information, which will be essential in the event of an aircraft incident.

Queries

10. Any queries regarding the use of the Fact Code should be addressed as follows:

AMIS Team: Andover Military (94391) 7469 (Fax 7890) SITA – LONMMRR

11. Spot-checks of PNRs and manifests will be conducted by HQ 2 Gp ATMC and FLC Movements staff. Booking offices and units that fail to comply with these instructions will be required to provide a written explanation to DACOS A4 Movements (or equivalent) within their respective chain of command.

Responsibilities of Booking Offices and Despatching Units for other Modes of Travel

12. For group travel bookings on alternative modes of transport despatching units are to ensure that they retain an appropriate copy of the nominal role or manifest detailing each passenger and their Service Number or Passport Number as appropriate.

Rail Travel

13. Personnel should refer to Defence Movement Policy Instruction No. 1 - Movement Through a Railhead.

ANNEX K TO PART 2 CHAPTER 3: FAMILY PASSAGE FROM UK - COMPLETION OF F/MOV/564E (REV 02/12)

Part 1. Head of Family Details. The Head of Family is that Service person entitled to travel, against whom the entitlement for family travel is conferred. Part 1 should be completed by such entitled person regardless of whether they may be making their own travel arrangements.

Surnames and Forenames. Names are to be written in full and as written in the passport.

Title. Enter 'Mr, Mrs' etc., as appropriate.

Part 2. Head of Family Flight Request. Complete all fields as required. The applicant must identify the earliest date which they could travel and the latest date which they must arrive (See Table 1). The preferred date is expected to be within this period. Flights may be booked either side of the preferred date.

Part 3. Spouse/Civil Partner Details. Names are to be written in full and as written in the passport.

Children's Details. Names are to be written in full and as written in the passport. Title, as in Miss or Master/Mr should be used. Enter details only in respect of children who will be accompanying the family. If the family intend to apply for a child to accompany them on the first leg of a school children's visit, details are to be given in a covering email listing all the child's details as per Part 3.

Deferred passage for children. If authority has been given for a child to be granted a deferred passage, details are to be given in a covering email, stating guardian's name, address and telephone number. A separate F/MOV/564E is to be completed for the child stating the date passage is required.

Part 4. Family Flight Request. Only to be completed as required if the dependents travel dates are different to that of the Head of Family. The applicant must identify the earliest date which they could travel and the latest date which they must arrive (See Table 1 below). The preferred date is expected to be within this period. Flights may be booked either side of the preferred date. If a deferred passage is required for the whole family beyond the 'Head of Family's' RTM date, authority is to be obtained in accordance with single service instructions and quoted on the F/MOV/564e at Part 7.

Part 5. Family Contact Details. To be completed fully. Any subsequent changes should be notified immediately to the Families Section through the relevant movement/travel office. The Family Pack (containing instructions to prepare the family for movement) will be sent to the email address listed, normally between two and three months prior to the movement date. Flight itineraries/e tickets will also be sent to the nominated email address.

Unit Point of Contact. This must be the losing unit's details.

Part 6. Authorising Signatory. This certificate is to be annotated with the details of the authorised person and not the passenger. Their name, rank/grade and contact telephone number are to be listed.

Authoriser's Declaration. Applications for travel should be submitted once accommodation has been coordinated with the requested dates of travel. Accommodation should therefore be available on arrival at their destination. Failure to

coordinate accommodation may require cancellation or amendment of a booking incurring unnecessary additional costs which the Unit may be liable for.

By completing this declaration and on submission of the form electronically, the nominated authoriser is confirming that the application has been completed in accordance with current regulations.

Movement Financial Authority (Head) & (Family). The fields in both MFA boxes are to be completed in all cases even if family are intending to make their own travel arrangements. Guidance on how to structure the MFA can be found at Part 2, Chapter 3, paragraphs 15-16. For Receiving Unit, name the ship, unit, station or establishment to which the 'Head of Family' has been drafted / posted.

Part 7. Special Requirements. This field should be used for any medical, dietary or other special requirements. Where necessary, authority for deferred passage should be entered here.

Table 7: Span of Movement Guide

Purpose of Journey	Personnel to be moved	Days difference between RTM & LTA
Posting / appointments	Officers and UK-based civilians	7
	Ratings, soldiers and airmen	14
On accompanied posting	Families	14
Personnel on temporary duty	All	3
Personnel on leave (authorised as duty travel)	All	7

APPLICATION FOR AUTHORISED TRAVEL - COMPLETION OF F/MOV/562E (Rev 08/11)

Passages Required. Applicants are to select the appropriate method of travel iaw paragraph 2.04.02. More than one mode of transport may be necessary to complete the required journey. Rail includes the use of Eurotunnel, whilst Channel Tunnel should be used where vehicles are being transported.

Part 1. Passenger Details. The applicant must ensure that passenger details are recorded accurately and written as they appear in the passenger's passport. Full names are to be provided. All fields are to be completed. Category Codes can be found at para 2.3.013. Incomplete applications will be rejected. Where there are more than 8 passengers following the same itinerary, applicants should attach a continuation list of all passengers.

Title. Insert the relevant Service rank, civilian grade or Mr, Mrs, Master or Miss.

Part 2. Passage Details. The Ready-to-Move and Latest Time of Arrival Dates must be completed. Where practicable, the preferred date of travel will be selected. Unless otherwise specified in posting instructions or travel orders, applicants should aim to give at least the minimum span of movement based on the guide provided at Table 1. Where travel is required by commercial means, it will be the applicant's responsibility to obtain all necessary financial approval. Booking Clerks will select the most economical method of travel iaw the guidance set out in Part 2 Chapter 1 and Chapter 4.

Part 3. Vehicle Details for Surface Travel. When a vehicle is being transported with the passengers, all details, including trailer details, are to be provided. Applicants must include information regarding carriage of weapons, Haz, V&A etc in the box provided.

Part 4. Unit POC / Call Forward Instructions. Applicants are to provide an address and contact details to which call forward instructions are to be sent. This will normally be the lead passenger's unit or establishment address. Postcodes and contact numbers with full STD codes are required.

Part 5. Movement Financial Authority (MFA). As per instructions as paragraph 2.03.015 to 2.03.019 (Note: Journeys on repayment should be indicated by POT Code 00). The Category Code is provided at Part 1 and should be relevant to each individual traveller.

Part 6. Authorising Signatory. (See Paragraph 2.03.002(d) and 2.03.003(f)). This certificate is to be annotated with the details of the authorised person and not the passenger; an authorised person should be an Officer, Warrant Officer or civilian of equivalent status. Their name, rank / grade, and contact telephone number are to be shown. By completing this declaration and on submission of the form electronically, the nominated authoriser is confirming that budgetary authority has been provided and that the journey(s) requested are being undertaken iaw current regulations.

Signature. When the application form is being completed and submitted manually, the authorising officer should complete the declaration by signing the form at Part 6.

Part 7. Budget Holders Details. Contact details of the relevant budget holder must be provided for audit purposes. Applications received without this information will be rejected.

- Part 8. Sponsorship Details.** Applications for travel to those locations requiring authorisation or sponsorship will be rejected unless appropriate details are completed in Part 8. Paragraph 2.04.016 refers. Visit clearance is required for PJOBS and BFG iaw the requirements identified at Annex B and D. For visits to an operational theatre personnel should provide a Staff Clearance No iaw requirements detailed at Annex C. For journeys to Washington, applicants should provide authority and reason for travel details and details of the visit sponsor for travel sponsored by BDS(US) iaw DIN 2007DIN03- 008. For journeys on assignment a JPA PID is required.
- Part 9. Cancellation and Amendment.** Use only for those applications that require amendment and that have been received by DPRC. Personnel are to note that cancellations or amendments will only be accepted in exceptional circumstances and actioned with the relevant justification and budgetary authority. Units are to note that unless a valid justification is provided, they may be liable for costs and charges made in cancellation or amendment of travel applications.
- Part 10. GPC Details.** Where travel is booked against a GPC, details can be entered on the application form. This box is optional dependent on local policy wrt the handling of GPC data.
- Part 11. Unit Stamp and Date.** Where application forms are processed manually Units may require each completed form to be dated and stamped by the relevant Unit.
- Part 12. For Office Use.** Do not enter anything in this block.

Additional Information

Transit Details / Special Requirements / Remarks. Where additional information in support of the Application for Travel is necessary (e.g. medical, escort or wheelchair requirements, vegetarian meals, no smoking seat, transit address and contact telephone number etc), a continuation sheet should be attached and sent with the form when submitted.

Excess Baggage. Normal entitlement, as given in Chapter 7 of this Manual, should not be entered and will be given automatically by the booking agency. If excess baggage is authorised, the amount of excess is to be stated as follows:

- a. **Standard Excess.** Standard excess is that given to passengers in certain professions or trades, as laid down in Chapter 7.
- b. **Additional Excess Baggage.** If the applicant considers that excess baggage should be authorised to enable the passenger to carry out his/her duties immediately on reaching the destination, prior authority must be obtained in accordance with Chapter 7 and details included as a special remark as advised above. Applicants are to note that additional excess baggage can only be authorised for the movement of accompanied baggage and not for stores that should be transported under normal air freight or freight arrangements.

INTENTIONALLY BLANK

ANNEX L TO PART 2 CHAPTER 3: TELEPHONE BOOKING PROCEDURE - URGENT / OUT OF HOURS

1. In exceptional circumstances where duty staff may be required to assist with an urgent out of hours booking, the minimum information required will be as follows:

- a. Full name.
- b. Reason for travel.
- c. Destination.
- d. Unit Identity Number (UIN).
- e. Movements Financial Authority (MFA).

2. An email must follow up the telephone booking with confirmation of the travel requirement and details of the authority to travel. Failure to provide follow-up information may result in financial recovery or administrative action being taken.

Telephone Booking Procedure – BOOKING OFFICE

3. Where, exceptionally, a booking office may accept a telephone booking, to gain the most benefit, to minimise call handling time and ensure financial propriety, units and establishments should implement the following arrangements:

- a. Nominate staff / sections (e.g. Travel Control) to make telephone bookings on behalf of the unit or establishment where practical.
- b. Ensure appropriate staff chosen to make the bookings, have access both to valid UINs and the full details of MFA, including the unique booking serial number (the MOD booking agency will not assist with the compilation of the MFA or the UIN). Where details are not known or validated, the reservation staff are not permitted to accept the booking or to make provisional bookings.
- c. Maintain auditable local records of all bookings including flight details and the Booking Reference advised by the MOD booking agency after each booking.
- d. Ascertain with the person travelling and budget manager before phoning the MOD booking agency all essential parameters for travel including class of travel and baggage allowances.
- e. Do not follow up telephone bookings with hard copy applications to avoid duplicate bookings.

4. Before making the booking, the Reservation Clerk will ask the caller for a valid Movements Financial Authority (MFA) for each passenger travelling. In the case of Army units, the caller must also quote the unit's Budget Manager's Code (BMC). The Reservation Agent will then proceed with the booking. If the caller does not have a valid MFA, the Reservation Clerk is not permitted to make the booking and is not to assume or suggest MFA details or initiate a provisional booking. To ascertain whether seats / flights are available the Reservation Agent will ask the caller for:

- a. **Date.** The Ready to Move (RTM) and Latest to Arrive (LTA) dates where necessary, or the preferred date/time of travel and number of passengers.
- b. **Destination.** The first and additional journey segments if required.

c. **Passenger.** Details will be required for each passenger travelling under the booking. Where applicable, it should be stated whether the passenger is a child or infant, including details of gender and age. The following information will also be required:

d. **Name.** Surname and Forenames (as they appear on passport).

e. **Service No.** Where applicable.

f. **Rank/Grade.** Include military rank where appropriate, ranks will not be quoted on commercial bookings or shown on commercial tickets.

5. **Title and Gender.**

6. **Passport Number.**

7. **Category of Passenger.**

8. **Purpose of Travel (POT) Code.**

a. **Contacts.** The Reservation Agent will also ask for any further contact details as necessary. These allow the MOD Booking Office to contact the unit with any subsequent queries, travel instructions and tickets:

9. **Sponsor details and telephone number.**

10. **Address for travel instructions and tickets.**

a. **Destination address of receiving unit (including RTM and LTA dates).** This information is required for RR bookings only.

b. The Reservation Agent will confirm the name and telephone number of the person making the booking.

c. **Finalisation and Reference.** The Reservation Agent will:

(1) Record all the above data, agree the itinerary and advise the fare.

(2) Read back all details to the caller to ensure accuracy and acceptance.

(3) Advise the Booking Reference which must be used for all subsequent queries, changes and cancellations.

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 4 - TRAVEL FROM THE UK TO OVERSEAS

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-4-2
Method Of Travel		
2	Recommended Methods of Travel	2-4-2
3	Direct Flights of 24 Hours or More	2-4-3
Principles		
4	Budget Holders Authorisation	2-4-3
5	Temporary Duty	2-4-3
6	Effect on Own Way Passages	2-4-3
7	Broken Journeys - RAF and Charter	2-4-3
8	Broken Journeys – Commercial	2-4-4
Denial Booking Compensation		
9	Definition	2-4-4
10	Object of Payment	2-4-4
11	Subsequent Expenses	2-4-4
Travel On Chartered And Part - Chartered Air Trooping Flights		
12	DSCOM Responsibilities	2-4-4
13	Trooping Routes	2-4-4
14	Funding	2-4-5
15	Staff Clearances	2-4-5
16	Non-DSCOM Funded Categories	2-4-6
17	Whole Aircraft Charter	2-4-6
18	Guidance	2-4-6
Seating On MOD Chartered Aircraft		
19	Background	2-4-6
20	Weight and Balance	2-4-6
21	Departure Airfield Actions	2-4-6
22	Allocation of Higher Class Seats	2-4-6
23	HCS Order of Priority	2-4-7

Supplementary Information

24	In Flight Meals	2-4-7
25	Excess Baggage	2-4-7
26	Accompanied Air Freight	2-4-8

Annex A: Flight Information For Travel To/From NW Europe

List Of Tables

Table	Title	Page
18	Locations Requiring Staff Clearances	2-4-6
19	HCS Order of Passenger Priority	2-4-7

INTRODUCTION

1. **Introduction.** Chapter 4 provides guidance to Movements staffs and budget holders arranging or approving journeys between UK and overseas destinations on posting and temporary duty visits for service personnel and their families. Detailed information is provided to enable Service booking agencies to assist individual cases as to the most economical method of travel consistent with “ready-to-move” dates with regard to DT (commercial) and RAF or MOD charter flights which may be used for all or part of the journey. Of necessity, guidance on the allocation of Higher Class Seating (HCS) is also provided.

METHOD OF TRAVEL

2. **Recommended Methods of Travel.** Travel by Service and MOD civilian personnel on RAF and MOD full charter flights are at no attributed cost to the budget holder. Therefore, travellers entitled to these flights should use them whenever practicable (see Part 2, Chapter 4 Paragraph 13). Travel on part-charter flights may incur costs to budget holders, often at a negotiated fare, and should be used when practicable. The recommended methods of travel should be by the most economic means at all times using the following options:

- a. MOD scheduled air services between UK and overseas locations which are directly served by the RAF Air Transport Force (ATF) and civil air charter.
- b. MOD scheduled air services and commercial air passages for journeys between UK and places not served, or only partially served, by MOD scheduled air services.
- c. Eurostar for TDY and Eurotunnel for Assignment when practicable and meets the criteria set out in Part 2 Chapter 4 Paragraph 2.
- d. Ferry (for mainland Europe) iaw Part 3, Chapter 1, 4 and 5.

There is no entitlement for direct commercial air passages from the UK to normally long-haul or remote locations where spouses¹ with children, who for service reasons travel unaccompanied. However, direct commercial air passage will be considered, where possible, subject to financial constraints.

¹ For the purposes of this JSP spouse includes same sex partners who are in a registered civil partnership.

3. **Direct Flights of 24 Hours or More.** If as a result of Part 2, Chapter 4 Paragraph 02, families face a direct flight of 24 hours or more without sufficient breaks to constitute a period of rest, they may elect to use flights which permit a stopover en-route of 12 to 24 hours. If they do so, the cheapest alternative flights are to be utilised and the Services booking agencies will make the necessary flight arrangements; passengers may not select the route or stopover point themselves. Meals and accommodation during the stopover will be provided at public expense or reasonable expenses will be refunded under normal rules. (Note. A family is eligible for a stopover if it comprises one or more children under age 18 accompanied by one or both parents. A spouse who is travelling alone, a husband and wife, registered civil partners (or a partner travelling alone), do not constitute a family).

PRINCIPLES

4. **Budget Holders Authorisation.** The budget holder is to determine the most cost-effective method of undertaking a journey. This may include use of Eurostar when applicable. This process must include consideration of all actual costs to be incurred including, for example, subsistence costs, discounted fares available to MOD and class of travel. The cost of staff time through absence from normal place of duty must not be considered since this is not an actual cost. The Services bookings agencies will be able to give advice on the fares currently available to MOD, but the budget holder is responsible for authorising the method of travel, including surface where practicable, class of travel and routing. Budget holders should consider the normal entitlements to class of travel under the traveller's conditions of service. Authorisation to travel in a class below the traveller's normal entitlement must be by mutual consent of traveller and budget holder. It must be noted however, that authority to travel remains the exclusive preserve of the budget holder.

5. **Temporary Duty.** Service personnel making certain journeys from east to west and from west to east on temporary duty may, if necessary, leave the UK in time to allow acclimatisation period as follows after arrival at their destination. The same allowances may be made after return flights:

- a. To and from the Americas. 24 hours
- b. To and from the Indian Sub-continent and beyond. 48 hours

If however, the exigencies of the service preclude the grant of a rest period, no compensation for the loss of acclimatisation will be allowed. It is emphasised that this concession is concerned with the mitigation of "jet lag" and has no direct relationship to the length of the journey. Budget holders should take into account the class of travel selected when considering the need for rest periods.

6. **Effect on Own Way Passages.** Although this chapter makes special provision for families facing long or difficult flights, refunds of expenses to personnel on posting, who make their own arrangements for themselves and their families, will be based on the recommended method of travel iaw Part 2, Chapter 4 Paragraph 02 and iaw the regulations contained in the JSP 752. For temporary duty, the refund will be limited to the cost of the most cost-effective method of travel the budget holder is able to determine for the journey. Where the most cost-effective and economic fare exists for routes not served by MOD scheduled services, this will set the maximum sum which can be allowed for the air portion of journeys when claims for expenses are considered.

7. **Broken Journeys - RAF and Charter.** Authority may be granted for Servicemen and their families to break their journey when travelling on scheduled air trooping routes on RAF transport aircraft. This concession, which is not applicable to chartered air trooping routes, with the exception of the South Atlantic Airbridge when under charter, may be granted to allow a visit to an immediate or close family relative abroad (when there are semi-compassionate welfare reasons), or to visit the grave of an immediate or close family relative. Applications must be made to MOD DCDS Pers through the normal chain of command if the journey to be undertaken is on posting. If the journey is on temporary duty, the agreement of the Basic Level Budget (BLB) Holder will be required. All additional costs arising from the broken journey must be borne by the traveller.

Applications should reach the approving authority two months before the required date of movement.

8. **Broken Journeys - Commercial.** Some commercial routes, such as UK to Australia, naturally include a break in travel, even where the most economical fare has been identified. For commercially arranged passages where no additional costs are incurred (against the most economical method of travel) personnel may request a broken journey for the same purposes as above. Applications must be made to MOD DCDS Pers through the normal chain of command if the journey to be undertaken is on posting. If the journey is on temporary duty, the agreement of the Basic Level Budget (BLB) Holder will be required. All additional costs arising from the broken journey must be borne by the traveller. Applications should reach the approving authority two months before the required date of movement.

DENIAL BOOKING COMPENSATION

9. **Definition.** Civil airlines have introduced a form of payment to passengers, entitled Denial Booking Compensation. This payment relates to a situation where, as a result of overbooking by the airline, passengers are unable on arrival at the airport to obtain a seat on the flight on which they are booked. In these circumstances, if the airline cannot allocate passengers to an alternative flight which will enable them to reach their destination within four hours of the time of arrival of the flight on which they were originally booked, a Denial Booking Compensation payment may be made.

10. **Object of Payment.** The object of the payment is to release the airline from all liability arising out of its failure to accommodate passengers on the flight originally booked. Before receiving any payment, the passengers are required to sign a form to this effect within 30 days.

11. **Subsequent Expenses.** Where travel is funded at public expense and such compensation payment is offered and accepted, the amount should be taken into account in any subsequent expenses claim. Subsistence will normally only be paid to cover any additional expenditure necessarily incurred. This type of payment is categorised as a hospitality payment and should be recorded in the appropriate hospitality book at the earliest opportunity.

TRAVEL ON CHARTERED AND PART - CHARTERED AIR TROOPING FLIGHTS

12. **DSCOM Responsibilities.** DSCOM is responsible for providing whole chartered, and part-chartered (specifically, services between London and Brunei) and air trooping services to support MOD personnel on overseas postings, where RAF AT assets are not available iaw Part 2, Chapter 1 Paragraph 02. The contracts are based on the requirements of the overseas administration (Statement of Movement Requirement (SOMR)) and are funded accordingly. The services are not funded to support the business travel or unauthorised visits of UK-based personnel. All other Business Travel is covered by DT as detailed in Chapter 16.

13. **Trooping Routes.** The RAF operates regular air trooping schedules to the Middle East areas of operations. All other administrative trooping services are provided through the use of MOD-chartered commercial airlift on the following routes:

a. **North West Europe.** There are thrice-weekly air trooping outlets to North West Europe using MOD whole aircraft charter services to and from Germany. The flights operate out of Birmingham airport, Hannover and Paderborn.

b. **North Atlantic.** Virgin Atlantic operates the Washington Trooper (WT) service (on their scheduled flights) between London Heathrow and Washington Dulles. Prior authority and sponsorship to use the WT must be sought from BDS in the UK Embassy in Washington. If sponsorship is granted, BDS will book the flight via HRG and pay for the cost of an Economy ticket. Personnel should note the booking methods dependant on whether they are BDS

sponsored or travelling for alternative duty purposes and follow the booking process iaw DT instructions contained in Chapter 16.

c. **South Atlantic Islands.** There are twice-weekly air trooping outlets to the South Atlantic (Ascension and Falkland) Islands using MOD whole aircraft charter services. The flights operate out of RAF Brize Norton.

d. **Cyprus.** There are twice-weekly air trooping outlets to Cyprus using MOD whole aircraft charter services. The flights operate out of RAF Brize Norton and RAF Akrotiri.

e. **Nepal.** The recognised method of movement between the UK and Nepal is commercial means booked via EBIS iaw DT Instructions contained in Chapter 16.

f. **Brunei.** The means of booking flights between the UK and Brunei is dependent on who is funding the journey. For UK funded journeys, these must be booked through DPRC. For Brunei funded journeys, these must either be booked via the Brunei Travel Cell, or if initiated in the UK, via local travel cells (booked and Q'd on the AirCore system to the Brunei Travel Cell). Groups of 9 or more travellers must be booked offline via the HRG Groups Department.

g. **Gibraltar.** The recognised method of movement between the UK and Gibraltar is commercial means booked via EBIS iaw DT instructions contained in Chapter 16.

h. **Supplementary Flights.** During peak periods of air movements, supplementary flights will be added to the fixed schedule to meet increased demand. Timings for these extra flights are finalised about three weeks before the month of the flight and may affect timings of the scheduled flights.

14. **Funding.** Funding is provided according to the category of passenger travelling and the service available on the route required:

a. **Personnel Assigned to Overseas.** Service personnel and MOD civilians serving on an overseas posting (not including LECs) in the theatre served by part charter services. It is the responsibility of the respective overseas HQ staffs to authorise duty travel in accordance with the entitlements laid out in Chapter 2.

b. **Personnel Travelling on TDY.** For personnel travelling on temporary duty costs are apportioned according to the POT code allocated.

c. **Official Visitors.** Official visitors must be in possession of a destination-specific Staff Clearance Number in order to make use of trooping flights.

(1) Details for visits sponsored by BDS (US) and DI-LSNA are contained in 2010DIN03-016 for formal administrative procedure. Unclassified Visits to US Contractors and Commercial Conferences are not sponsored by BDS (US) or DI-LSNA and are therefore not eligible for DSCOM funded seats (See Part 2, Chapter 4 Paragraph 17).

15. **Staff Clearances.** The following locations/theatres, detailed in Table 1, (outside of Operational Theatres) are currently subject to staff clearance and/or formal administrative procedures.

Table 1: Locations Requiring Staff Clearances

Location	DCI/DIN
Ascension Island	2014DIN05-020
Brunei	2012DIN04-015
British Indian Ocean Territories	2014DIN05-020
Cyprus	2014DIN05-020
Falkland Islands	2014DIN05-020
Germany	2016DIN05-004
Gibraltar	2014DIN05-020
Nepal	ACSO 713, Annex C
Washington (BDS(US))	2007DIN03-008

16. **Non-DSCOM Funded Categories.** All other personnel who require overseas travel on a route served by a part charter service, but not entitled to the DSCOM funded service, must book their travel using commercial air booking procedures through DT. Visits to civilian contractors based in theatre are not entitled to central funding and travel should be arranged using commercial air booking procedures as detailed in Chapter 16. Passengers booking to a part charter service without entitlement will have the cost charged against their parent UIN after they have travelled.

17. **Whole Aircraft Charter.** On whole aircraft charter services, there is scope to carry passengers not covered in Part 2, Chapter 4 Paragraphs 13 and 15. Spare capacity may be used for other duty travel or concessionary travel in accordance with current regulations, at the discretion of the controlling authority/HQ.

18. **Guidance.** Guidance on the above procedures is available from SO2 DT, MSS or SO2 Airlift Charter, DSCOM.

SEATING ON MOD CHARTERED AIRCRAFT

19. **Background.** Civil charter is routinely used to directly support operations and "backfill" programmed MOD tasks that are beyond the capacity of the Air Transport Fleet (ATF). Occasionally the aircraft chartered by MOD are taken up from scheduled route carriers that offer more than one class of seat in the aircraft cabin. However, the higher class seats may not always be available depending on the terms of the individual aircraft charter contract. DSCOM Ops are responsible for the management of chartered aircraft.

20. **Weight and Balance.** The final payload and weight and balance of the aircraft will determine where the passengers should sit in the cabin. It should be noted that the nature of military loads often inhibits the seating of passengers that would normally be associated with civilian air travel. Therefore, due to the weight and balance restrictions, this may mean that on certain routes, a number of higher class seats (HCS) at the front of the aircraft may not be available to passengers.

21. **Departure Airfield Actions.** The movements staff at the primary departure airfield will, in consultation with the aircraft captain/airline handling agent, ascertain the desired passenger distribution throughout the aircraft which will in turn dictate the number of available HCS that can be used. HCS on MOD chartered aircraft are allocated to Duty passengers by seniority; i.e. by rank for military personnel travelling on duty or by equivalent civilian status for MOD Civil Servants, again, travelling on duty. When there is a task with more than one destination, the staffs at the primary departure airfield are to co-ordinate the passenger seating allocation in consultation with the stations en-route and in accordance with the seniority of all the duty passengers travelling regardless of their destination.

22. **Allocation of Higher Class Seats.** Under normal circumstances, HCS will only be allocated from the most senior passenger down to SO2 level (see sub-para c below). Other categories of passengers may only be allocated when availability permits and then in accordance with duty

status and seniority (and as a no cost option on charter flights only). To avoid any ambiguity whatsoever, the following points are offered for clarification:

- a. As a general rule concessionary travel passengers do not qualify for duty status and are therefore not entitled to HCS, however, sub-para b identifies those personnel who may be subject to an exemption from this rule only when they satisfy the criteria specified.
- b. Spouses² and dependants of duty passengers travelling in HCS, who travel as a concessionary passenger whilst accompanying entitled personnel may travel in HCS, seated iaw the entitled person's duty status subject to availability and seniority (see Table 2 below). Furthermore, spouses and dependants of Y and X cat status personnel may be allocated HCS when travelling on official duty but are unaccompanied, when they will be allocated the same duty status as the entitled person (Y or X cat).
- c. All other civilian passengers who are non-MOD Civil Servants will not be allocated to HCS, unless they are eligible under regulations contained in Part 2, Chapter 3 Paragraph 22³, or, for travel on the South Atlantic Air-bridge, are premium Economy Fare Paying passengers, or specifically listed as Y and X category passengers within the current version of the Joint Policy Statement⁴.
- d. Physically disabled passengers or passengers with a known medical condition will only be allocated HCS in accordance with the policy detailed in Part 2, Chapter 5 Paragraph 42 of JSP 800 Vol 2.

23. **HCS Order of Priority.** For the purposes of efficient and effective flight editing protocol Table 2 identifies the order that passengers are to be allocated to HCS:

Table 2: HCS Order of Passenger Priority

Order	Category
1	Premium Economy Fare Paying Passengers
2	VIP
3	Y category duty passengers (+ accompanying pax iaw Paragraph 22b above)
4	Those non-MOD personnel authorised temporary Y category status by CBFSAI iaw the JPS (See footnote 9)
5	X category duty passengers (+ accompanying pax iaw Paragraph 22b above)
6	Those non-MOD personnel authorised temporary X category status by CBFSAI iaw the JPS (See footnote 4)
7	S category duty passengers (+ accompanying pax iaw Paragraph 22b above)
8	Other duty passengers

SUPPLEMENTARY INFORMATION

24. **In Flight Meals.** Meals or refreshments with hot or cold drinks may be served to passengers on MOD trooping flights in accordance with current scaling in JSP 456 Vol 2 Chapter 16 (Defence Food Services) and Flight Catering Staff Instructions (FCSIs) (HQ Air).

25. **Excess Baggage.** Requests for excess baggage should be submitted to SNCO Trooping, DPRC as follows:

Telephone: Civ: 0306789 4800 Mil: 96789 4800
E-mail: DESDSCOM-DPRCTroopingBKGS@mod.gov.uk

² For the purposes of this JSP spouse includes same sex partners who are in a registered civil partnership.

³ VIP Movement - Persons defined as VIPs for Air Movement.

⁴ The Joint Policy Statement on the Carriage of Non-MOD passengers and Freight on the South Atlantic Airbridge, (Apr 09). Issued by the MOD and FCO. Applicable to the SAA only.

The request must state passengers' names, dates of travel, flight numbers, destinations, booking references, amount of excess required and reason for request (normal baggage allowances are given in Chapter 6). There is no guarantee that bids for excess will be approved, as aircraft capacities vary.

26. **Accompanied Air Freight.** Should there be a need to carry accompanied military equipment other than authorised excess baggage, a RAF Form 1380 (Air Waybill) is to be raised and submitted in advance to:

Air Freight Centre, DSCOM
Cedar 3c #3351, MOD Abbey Wood, Bristol, BS34 8JH
Email: DESDSCOM-AirFreight@mod.gov.uk

INTENTIONALLY BLANK

ANNEX A TO PART 2 CHAPTER 4: FLIGHT INFORMATION FOR TRAVEL TO/FROM NW EUROPE

UK to Germany

1. **Reporting.** Passengers for flights from Birmingham to Germany are to report directly to Birmingham Airport for their flights in accordance with the current reporting instructions issued by the appropriate booking agency.
2. **Travel to/from Birmingham Airport.** (Full details are available online at www.bhx.co.uk).
3. **By Rail.**

(1) Birmingham International Airport is linked to main line rail services by the free SkyRail service. This operates every 2-3 minutes throughout the day between the airport terminals and Birmingham International Interchange station with a journey time of approximately 2 minutes.

(2) The Birmingham International Interchange main line station is situated on the West Coast Main Line and is served by a network of regional and intercity services operated by Central, Virgin and Silverlink trains. Additionally, there is a frequent service to Birmingham New Street with a journey time of 10-15 minutes, if you need to travel to / from the city centre.

(3) Services and fares information can be found by contacting:

National Rail. Enquiries Tel: 08457 484950 or online at www.nationalrail.co.uk.

b. **By Car.** Birmingham International Airport is on the A45 Coventry Road, 8 miles (12 km) east of Birmingham City Centre and close to junction 6 of the M42. There are direct connections to the M1, M5, M6 and M40. The Airport is sign-posted from motorways and major roads and is marked on all good quality road maps. From 2004 the new M6 Toll will provide a fast alternative to the often congested M6 motorway. Further details at www.m6toll.co.uk.

c. **By Coach.** National Express operates long distance coach services linking the Airport to a number of cities and also provides inter-airport Flightlink coaches. Passengers are advised to book long distance coach services in advance. Digbeth Coach Station in Birmingham City Centre is a hub of the National Express network with services to most parts of the UK. Local bus 900 Airport Link passes Digbeth Coach Station. For further information on long distance coach services call 08717 818181 or 08705 757747 (Flightlink) or go to www.GoByCoach.com.

d. **By Internal Air.** Birmingham International Airport has regular flights to and from the following UK regional airports: Aberdeen, Edinburgh, Glasgow, Newcastle, and Belfast.

4. Travel to/from Gatwick Airport:

a. **By Rail.** Gatwick railway station at South Terminal has more than 900 services daily to and from all parts of the UK. The rail station is directly linked to Gatwick's South Terminal and just a few minutes away from North Terminal via a transit train link. Rail information and ticket desks are in the arrivals areas of both North Terminal and South Terminal. Gatwick Express is a non-stop service to Victoria Station, London which takes around 30 minutes.

Travel information is available on:

Civ: 0845 8501530 or online at www.gatwickexpress.co.uk

National Rail Enquiries on 08457 48 49 50 or online at www.nationalrail.co.uk or www.qjump.co.uk

Traveline: on 0871 2002233.

b. **By Coach.**

From: Victoria - National Express
From: Other UK Destinations - National Express
From Heathrow Airport - Speedlink

c. **By Car.**

From the North - M25, M23 (Junction 9)
From the South - A23

Germany to the UK

5. **Reporting.** Passengers for flights from Germany to the UK are to report to the air trooping terminal at the appropriate civil or military airport as directed by the booking agency.

6. **Rail Travel in UK.** When required, passengers requiring onward move via rail are to arrange travel iaw extant DT booking procedures utilising EBIS. (Details on DT can be found at Chapter 16).

7. **Overnight Accommodation.** If required, overnight accommodation must be arranged and funded by the passenger's budget holder.

8. **Unaccompanied Minors.** Unaccompanied Minors are to be met by their guardians/escorts from the final destination airport.

Flights To/From Gibraltar

9. **Flight Availability.** There is no dedicated scheduled service operating to or from Gibraltar. Flights are available through BA out of London Heathrow, Easyjet out of Gatwick and Monarch out of Manchester. Personnel are to obtain Staff Clearance prior to flights being booked either by Gibraltar Movements Staff or by the individual's Unit direct.

10. **For outbound flights (UK-Gibraltar).** Passengers are to report to the relevant terminal check in desks at the appropriate time as directed by the airline. For return flights (Gibraltar-UK) passengers are to report to the Air Terminal at RAF Gibraltar in accordance with current reporting instructions.

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 5 – PASSENGER HANDLING

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-5-3
Division of Responsibility		
2	Movement Staff Areas of Responsibility	2-5-3
3	Movements Staff Contact Details	2-5-3
4	Security	2-5-4
5	Movements Agencies	2-5-4
6	Passenger Briefing	2-5-4
7	Security	2-5-4
8	Accommodation and Messing	2-5-5
9	Aircraft Captain	2-5-5
10	Cabin Staff	2-5-5
11	Customs and Immigration	2-5-5
12	Deep Vein Thrombosis	2-5-6
13	Administration	2-5-6
Passenger Reporting Procedures		
14	Slip Crew	2-5-6
15	Direct Reporters	2-5-6
16	Travel Documents	2-5-6
17	Charter Flights	2-5-6
18	ATF Flights	2-5-6
19	Unit Moves (and parties of 50 or over)	2-5-6
Transit Accommodation		
20	Normal Policy	2-5-7
21	Reporting and Overnight Facilities	2-5-7
22	Passengers from overseas units attending courses	2-5-7
23	Transit Accommodation in Continental Europe	2-5-7
24	Disruption or Delay	2-5-7
Charges for Meals and Administration		
25	Recovery	2-5-7

Departure Point Procedures

26	Boarding and Documentation Check	2-5-8
27	ATSy	2-5-8
28	Check Baggage	2-5-8
29	Hand-Over of Responsibility of Passengers	2-5-8
30	After Flight Procedures	2-5-8

Arrival Procedures

31	Aircraft Arrival	2-5-8
----	------------------	-------

Delays

32	Delays Outbound	2-5-9
33	Delays En-Route	2-5-9
34	Delays on Inward Flights	2-5-9
35	Passengers under Escort	2-5-9

Offloading of Passengers

36	Offloading of Passengers En-Route	2-5-9
----	-----------------------------------	-------

Passenger Reporting Officer (PRO)

37	Nomination	2-5-9
38	Appointment	2-5-9
39	Documentation	2-5-10

Passenger Seating

40	Free Seating	2-5-10
41	Preferential Seating	2-5-10

Passenger Planning Weights

42	Assumed Weights	2-5-11
43	Limitations	2-5-12

Dispersal from Civil Air Terminals in The UK (ATF Flights Inc Charter)

44	Authority	2-5-13
45	Diversions	2-5-13
46	Overnight Accommodation	2-5-14

Dispersal from Military Air Terminals in the UK

47	Scheduled Flights	2-5-14
----	-------------------	--------

Dispersal from Air Terminals Overseas

48	Dispersal of passengers from terminals overseas	2-5-14
----	---	--------

Carriage of Physically Disabled Passengers / Passengers with A Medical Condition

49	Medical Assessment	2-5-14
50	Charter/Commercial Aircraft	2-5-15

Unaccompanied Minors (UNMINS) And In-Flight Escorts ON RAF ATF, MOD Charter and Commercial Flights

51	Definition	2-5-15
52	Parental or Guardian Responsibility	2-5-15
53	Maximum number of UNMINS on Voyager Flights	2-5-16
54	Booking Office Responsibilities	2-5-16
55	Movements Staff Responsibilities	2-5-16
56	Airline Specific UNMIN Forms	2-5-16
57	Cabin Crew Responsibilities	2-5-16
58	MOD Unaccompanied Minor In-Flight Escort Form	2-5-17
59	Terminal / Ground Escorts for RAF ATF Flights	2-5-17

List of Tables

Table	Title	Page
20	Movement Staff Areas of Responsibility	2-2-4
21	Movements Staff Contact Details	2-2-4
22	Passenger Planning Weights for Aircraft in Pounds (Kgs.)	2-2-13
22a	Passenger Planning Weights for Aircraft in Pounds (Lbs.)	2-2-13
23	Bus Services available from Military Airheads	2-2-14

INTRODUCTION

1. **Introduction.** Chapter 5 provides guidance on responsibilities and procedures to those Movements Staffs working within Airheads, the Civil Air Detachment (CAD) and Land Force Divisional Districts for the management of passengers when arriving, departing or transiting military or civil airheads. In addition, this chapter provides information to passengers on their responsibilities and what to expect when transiting either through or via military and civil airports. Specifically, details are provided on some of the more evident procedures a passenger is expected to go through whilst transiting an airhead or MCCP, accommodation entitlement and facilities, PRO responsibilities, dispersal procedures, UNMIN Policy and seating procedures.

DIVISION OF RESPONSIBILITY

2. **Movement Staff Areas of Responsibility.** The responsibilities of the respective Movements Staffs for the handling of passengers moving from and to the UK are detailed in Table 1. They also apply to operations or exercises except when separate instructions are issued. All agencies involved with passenger handling are to consult to ensure tasking is managed according to the needs of the situation. Notifying authorities are to inform all parties responsible for passenger handling within the relevant AOR.

3. **Movements Staff Contact Details.** The contact details at Table 2.

4. **Security.** Responsibility for the implementation of security measures to protect aircraft and operations is not solely that of the RAFP ATSy staffs, but of every Movements officer and tradesman. Whilst ATSy staff are to be present during check-in and are responsible for the physical baggage checks, Movement staffs are to comply with the following:

5. **Movements Agencies.** Table 2 should be used to contact the relevant Movements agencies when required. In all instances, where more than one agency is detailed to handle passengers, they should consult with each other to ensure a Movements presence.

6. **Passenger Briefing.** Movement Staffs are to keep passengers informed of all relevant information and occurrences that may affect their journey. Movement Staffs will brief inbound, outbound and transiting passengers providing guidance and instruction during the period for which they are responsible to them. Briefings should be delivered by informed and authorised personnel at a rank commensurate with the situation, gravity, importance or audience concerned.

Table 1: Movement Staff Areas of Responsibility

SITUATION	AOR	Responsibility for Passenger Processing	Tasking Authority
HQ 2 Gp Aircraft or MOD Civil Charter Aircraft.	All mainland UK civil airports and MOD airfields without appropriate movement's resources.	CAD in conjunction with/or HQ Div/District or Navy movements staff	CAD tasked by HQ AIR A4 Ops Air Movements. Army HQ Logs Sp Ops, Army HQ and NAVY Cmd HQ task their relevant movements staff
Flight Diversions Compassionate A / DIFR Passengers (and other compassionate passengers if directed by DMS)	All mainland UK civil airports including as far north as Liverpool and Manchester airports	ATMC in conjunction with CAD and, if applicable, Airlift Charter DSCOM	CAD directed by ATMC
	All other UK civil airports London Heathrow, Gatwick, Stansted, Luton, and City. Birmingham, Coventry and East Midlands. Bournemouth and Southampton	ATMC in conjunction with HQ 2 Div or HQNI movements staff and, if applicable, Airlift Charter DSCOM CAD	As tasked by DMO As tasked by DMO
	All other UK civil airports	Relevant HQ Div/District or Navy movements staff	As tasked through relevant HQ Duty Officer by DMO
	Germany Air Trooping Flights	Birmingham CAD	As tasked by SO2 Airlift Charter, DSCOM

7. **Security.** Responsibility for the implementation of security measures to protect aircraft and operations is not solely that of the RAFP ATSy staffs, but of every Movements officer and tradesman. Whilst ATSy staff are to be present during check-in and are responsible for the physical baggage checks, Movement staffs are to comply with the following:

Table 2: Movements Staff Contact Details

Time	CAD	HQ 2 GP	FLC Movement Control Staff
During Working Hours	CAD Ops – 95233 Ext 8966	Through ATMC	Through DMO staff
Outside Working Hours	Duty CAD mobile 07770 586735	Through ATMC	Through DMO staff

a. **Passengers.** All passengers are to be positively identified by checking identity and travel documentation as well as having their final destination confirmed verbally before being further processed.

b. **Baggage.** When checking-in passengers all hold-baggage is to be positively identified. Movement staff are to satisfy themselves that the following has been confirmed:

- (1) The baggage belongs to the passenger checking it in.
- (2) The individual checking-in the baggage has packed it personally and knows what has been packed in the baggage.
- (3) The baggage has been the control of the passenger from the time of packing until check-in.
- (4) The baggage does not contain any prohibited articles.
- (5) The individual is not carrying anything on behalf of anyone else.

c. **Failure to Verify Security.** Should a passenger be unable to comply with the issues at sub-para b, the ATSy staffs should conduct a physical search of all the passenger's baggage in accordance with the requirements laid down in AP1990.

d. **Sharps.** Specific detail on the procedures for dealing with passengers with prohibited/restricted articles including sharps is contained in AP1990. If at the point of security screening the passenger wishes to retain the prohibited/restricted article, the senior travelling Movs staff/ALM, civilian airline equivalent/ATSy staff may retain the article under receipt for safe carriage and return it to the passenger at the destination. At the point of aircraft departure, the secure container containing the prohibited/restricted articles should be handed to the appropriate staff for safekeeping. The secure container is to be positioned so that it is not accessible to passengers.

8. **Accommodation and Messing.** Authorised Movement Staffs or contracted handling agents are responsible for making the arrangements for the provision of messing of passengers travelling on RAF ATF and MOD Charter aircraft once they have checked-in at the departure airhead. Accommodation will also be arranged should this be required. In the event of an unforeseen transfer of passengers to a service operated by another carrier, accommodation and meals will be provided free of charge for the remainder of the journey. Family and concessionary travel passengers are liable for charges associated with accommodation and messing. Movement Staffs or their nominated handling agent are responsible for liaising with the appropriate catering staffs to meet the requirements of the passengers. Further information can be found in HQ Air Flight Catering Staff Instructions.

9. **Aircraft Captain.** The Captain of the aircraft has authority over all passengers whilst the aircraft is in flight. His instructions, whether given personally or through a member of his crew, are to be complied with immediately.

10. **Cabin Staff.** ATF aircraft are manned by RAF personnel under the command of the Captain of the aircraft. Within this crew there is an Air Loadmaster(s) (ALM) who provides the link between the captain and the Movement Staffs on the ground, and between the Captain and the passengers on the aircraft. Air stewards or stewardesses may also be carried who hold delegated authority to instruct passengers on behalf of the aircraft Captain and ALM.

11. **Customs and Immigration.** All passengers and their baggage are subject to examination and Immigration formalities at both departure and arrival airports/airfields. Passengers are to comply with the instruction of UK Border Agency (UKBA) staff. Movement Staffs hold a position of trust and under no circumstances are they to assist passengers to contravene UK BA regulations.

Movement Staffs are not to carry anything through the Customs Bond area on behalf of passengers.

12. **Deep Vein Thrombosis (DVT).** It is an MOD responsibility to inform passengers travelling on RAF Air Transport aircraft and MOD Civil Charters that the risk of DVT exists. A DVT passenger brief has also been produced and will be displayed in RAF Passenger Terminals. Copies of the DVT brief are placed on RAF AT along with other safety documentation.

13. **Administration.** Passengers are responsible for complying with the following administrative points:

a. **Smoking.** Following smoking bans on all flights and in recognition of the ban on smoking in public and enclosed spaces, the MOD has banned smoking on all flights. Disciplinary action will be taken against all personnel caught smoking on the flight.

b. **Security of Flight Details.** Passengers are to be warned not to disclose information about flight routes. This is particularly important in the case of moves in connection with operations, training, or changeover of units. Before enplanement on any flights about which there is a need for discretion, Service personnel are to be warned as follows:

You are not to disclose to the press or public at any time or under any circumstances any information concerning routes over which you or others may be flying. Infringement of this order constitutes a disciplinary offence. If you are asked about air routes, you are to reply, "**I am not allowed to discuss these matters**"

PASSENGER REPORTING PROCEDURES

14. **Slip Crew.** Slip Crews, when not designated on the Sqn authorisation sheet as support crew are to report to the terminal at the appropriate reporting time and will be subject to the usual passenger reporting and security procedures iaw current regulations and legislation. GASO 2G110.100.5b defines when a slip crew is to be considered Support Crew and reaffirms that when not so designated, they are passengers and should therefore comply with normal passenger handling regulations. Failure to comply with the necessary reporting procedures may result in passengers (slip crew) being shut off the flight.

15. **Direct Reporters.** Passengers who are authorised to report direct to the air terminal are to be informed of the Latest Time for Reporting (LTR) and are to be in possession of valid travel and medical documents appropriate to the journey.

16. **Travel Documents.** Duty personnel, (including TA personnel and equivalent personnel of the other Services) whether travelling in uniform or civilian clothes, are to be in possession of a valid passport, service identity card, and, if required, an F/MOV/220 NATO Travel Order. Guidance on additional documentation that may be required can be obtained from either the relevant Movement Order or from the Visa Section (See Chapter 14).

17. **Charter Flights.** Where passengers are required to report to an appropriate civil air terminal control is exercised through a representative at the terminal who will be either a member of the movement's staff, handling agent or representative from a civil airline.

18. **ATF Flights.** Passengers reporting for flights departing from RAF Brize Norton are to report direct to the air terminal at the appropriate airfield unless directed otherwise in the Movement Instructions. Personnel authorised to direct report are to ensure they meet the required check-in times for their flight.

19. **Unit Moves (and parties of 50 or over).** Unit moves and parties of 50 personnel or over will be processed at the Joint Air Mounting Centre (JAMC) South Cerney, or where possible within unit lines prior to on-move to the appropriate departure airhead. Authorisation for groups of 50 or more

passengers travelling on the same booking confirmation number to Direct Report must be obtained from the relevant FLC who will liaise with Pax Plans at the departure airhead prior to arrival. To maintain efficiency Units are not to split passenger numbers over multiple bookings to avoid exceeding 50 or more pax per booking confirmation number. When the flow of aircraft at RAF Brize Norton permits, it may be possible for larger groups of over 50 to Direct Report. Requests for this are to be made by FLCs to Army HQ, who will liaise with JAMC and Pax Plans at RAF Brize Norton.

TRANSIT ACCOMMODATION

20. **Normal Policy.** As far as possible, flight schedules are arranged to eliminate the necessity to provide transit accommodation for passengers arriving in and departing from the UK. Passengers requesting commercial flight arrangements through DT HRG should select flight times that take account of the need to avoid unnecessary accommodation costs. Where accommodation has been authorised by the budget holder, personnel are to make arrangements iaw current regulations.

21. **Reporting and Overnight Facilities.** Service Airfields:

a. **RAF Brize Norton.** Overnight accommodation and meals may be available at RAF Brize Norton for entitled and repayment passengers who must necessarily arrive the day before a flight scheduled to depart prior to 1400 hours. Passengers should report to the Passenger Reception Desk at RAF Brize Norton not later than 2000 hours. Transit accommodation may be available at RAF Brize Norton for concessionary travel passengers on a spare capacity basis only.

22. **Passengers from overseas units attending courses** in the UK are not to report to RAF Brize Norton more than one night before date of travel in the event of the course finishing early. Their unit are responsible for arranging alternative accommodation or amending their return flight.

23. **Transit Accommodation in Continental Europe.** Movement's staff are to make arrangements as necessary for the provision of transit accommodation in Continental Europe on occasions when it is not the responsibility of the individual passenger or the air trooping contractor to do so.

24. **Disruption or Delay.** In the event of schedules being disrupted or delayed, or if for other reasons beyond the passengers' control they are unable to proceed to their destination on the same day, arrangements are to be made by MOD Movements Staff or the appointed ground handling agent at the airhead to provide suitable Real Life Support (RLS) including overnight accommodation and messing. The MOD Movements staff or appointed ground handling agent is responsible for arranging RLS from the time the passengers check-in until they are handed over to the Service Movements authorities at their destination airfield. If there are no MOD ground handling staff available, then ASCOT Ops would provide support to the PRO to arrange for RLS for the passengers. Costs associated with the provision of RLS are detailed in Paragraph 26 below.

CHARGES FOR MEALS AND ADMINISTRATION

25. **Recovery.** Charges for RLS and administration are to be recovered as follows:

a. **Travel at Public Expense.** Meal charges for Service families travelling by air at public expense are to be recovered from heads of families in accordance with the current regulations of the Services concerned.

b. **Delay or Diversion.** In the event of a delay or diversion, as detailed in Paragraph 25 above, any associated RLS costs are to be recovered from the respective TLB of the passenger. Air DResFin Cost Cell can provide further guidance if required.

- c. **Concessionary Travel.** Charges for meals and accommodation, and administration charges, are to be recovered from concessionary travel passengers as promulgated by Air DResFin-Cost Cell.

DEPARTURE POINT PROCEDURES

26. **Boarding and Documentation Check.** Boarding cards will be issued where applicable by authorised Movements staff at the departure airfield. Following check-in passengers will be called forward for boarding against the passenger list/manifest and the following documents will be checked as required:

- a. Passenger Ticket and Baggage Check (If issued).
- b. Identity documents.
- c. Passports and Visas.
- d. NATO Travel Order (F/MOV/220).
- e. F/Ident/173 (Cyprus only).
- f. Any other document deemed necessary by the MOD, and as detailed in the Movement Order when applicable, for travel as at the date of departure, including medical docs/vaccination certificates as required.

27. **ATSy.** Once Movements checks are completed all passengers will progress through the stipulated personal and baggage security checks. Security checks are ordinarily undertaken by RAFP at RAF airheads, authorised terminal security staff at civilian airheads, or by suitably qualified authorised personnel where passenger processing may be conducted at an off-base MCCP. Personnel should refer to the AP 1990 for further guidance.

28. **Check Baggage.** Baggage must be within the authorised weight allowance. The Movements Staff are to confirm that baggage does not contain any of the prohibited or restricted articles (see Chapter 10) and are to ensure that the Bio-Security policy is applied as necessary (Annex A to Chapter 6).

29. **Hand-Over of Responsibility of Passengers.** The point at which responsibility for passengers are transferred from Movement Staffs to the aircraft cabin staff is at the foot of the aircraft steps. At non-RAF staging posts, the division of responsibility will be decided by the crew and the handling agent. The above division of responsibility does not apply to the handling of stretcher patients on aeromedical flights.

30. **After Flight Procedures.** Authorised Movements Staff are to undertake the following after flight procedures:

- a. **Update Passenger Lists.** Ensure that flight lists are up to date and accurate; the departure point is to amend the Passenger Name Lists (PNL) by adding/deleting PNRs immediately the flight is airborne.
- b. **Action Departure Message.** The departure point staff are to forward, via MMARS, or other means available, a departure message including any amendments to the PNL to all down route airfields and ATMC (Annex J to Part 2 Chapter 3 refers).

ARRIVAL PROCEDURES

31. **Aircraft Arrival.** Movement Staffs are to meet all RAF ATF and MOD Charter passenger aircraft and are to be present during deplanement. Movement Staffs are to be on hand at all times

to assist and direct passengers through the arrivals process including Customs and Immigration procedures.

DELAYS

32. **Delays Outbound.** In circumstances when it may not be possible to place outbound delayed passengers on the next available flight, the originating travel cell, HRG or trooping services as appropriate should be requested to book or allocate seats on a later flight and instruct the passengers accordingly.

33. **Delays En Route.** All MOD passengers are to contact the individual Travel Offices who made the original booking.

34. **Delays on Inward Flights.** Passengers who are delayed on inward flights and are offered accommodation may refuse such assistance and proceed on their journey. Any out of pocket expenses which they so incur will be their own responsibility and will not be repaid by the MOD from public funds. Travel allowance where admissible will, however, be paid. JSP 752 refers.

35. **Passengers under Escort.** In the event of delay to aircraft, passengers travelling under arrest, or otherwise under escort, are to be accommodated according to the instructions given to the I/C Escort by the Regt / HQ.

OFFLOADING OF PASSENGERS

36. **Offloading of Passengers En-Route.** Passengers other than concessionary travel passengers, who have been allocated seats and who have commenced their flight are not to be offloaded en-route other than in exceptional circumstances. It is not possible to define 'exceptional circumstances' and it must be left to Movements staff to decide when and in what circumstances offloading is justified. As a guide, the following circumstances might warrant seats being made available at the expense of other passengers:

- a. Urgent aeromedical cases.
- b. Emergency operational requirements.
- c. Instances of political expediency.

PASSENGER REPORTING OFFICER (PRO)

37. **Nomination.** Authorised Movements (Movs) staff from the despatching military or civil airhead are responsible for appointing a PRO on military Air Transport Force (ATF) or charter flights from and to the UK where 10 or more passengers (not including supplementary crew) are boarded. Movs staff are to ensure that a nominated PRO is briefed on their duties and responsibilities. This briefing should wherever possible be given by a SNCO or above. When there are less than 10 passengers, the appointment of a PRO will be at the discretion of the Duty Air Movs Officer (DAMO) in liaison with the aircraft Air Loadmaster (ALM). In such circumstances, consideration of any contentious/sensitive freight that may be loaded to the same flight must be taken into account.

38. **Appointment.** The officer selected to perform the duties of the PRO should wherever possible be unaccompanied, from the Service providing the majority of passengers, travelling the whole route of the aircraft and of the rank of OF3. If an officer of this rank is not available, a more junior officer may be selected. When the passenger complement includes a large number of accompanied passengers, it may be necessary to select an accompanied officer to ensure that an officer of the rank of OF3 is appointed. The nomination of a more junior officer should only be resorted to when no senior officer, unaccompanied or accompanied, is available. In the event there are no commissioned officers available, authorised Movs staff should nominate the most senior OR.

39. **Documentation.** The PRO is to be issued a 'Passenger Report Officer's Pack' containing the following documentation:

- a. A 'PRO Flight Summary Sheet' (issued by A4 Ops Mov, HQ Air) completed with details relevant to their flight.
- b. At least one 'Passenger Reporting Officer and Passenger Feedback' proforma (issued by A4 Ops Mov, HQ Air).
- c. A complete passenger manifest(s).
- d. Any other necessary flight documentation.

PASSENGER SEATING

40. **Free Seating.** To expedite passenger boarding and flight preparation, movements staff are to use the principle of free seating for the following flights:

- a. All RAF ATF.
- b. All full charter flights departing and returning to RAF Brize Norton. This does not apply where the aircraft has more than one cabin class. On these occasions seating is to be by order of rank and iaw Part 2, Chapter 4 Paragraph 23.

41. **Preferential Seating.** Notwithstanding the free seating principle, some passengers will need to be seated in certain areas. Some categories of passenger are to be seated by movements staff and cabin crew as follows:

- a. **Y Cat Passengers.** Pre-seated at the movements staff's discretion. ADCs, PSOs or MAs and other members of the party are to be seated alongside. Spare seats should be left between passengers whenever possible.
- b. **X and S Cat Passengers.** Pre-seated in the remaining preferred seats in order of rank. If there are insufficient preferred seats, any remaining passengers in this category are to be pre-seated in nearby seats.
- c. **PRO.** Pre-seated at the movements staff's discretion.
- d. **Families and Children.** Pre-seated to avoid obstruction of emergency exits. All infants are to be allocated a seat when travelling on RAF AT. Children in safety seats should be allocated window seats to prevent obstruction of access to the aisle. Children under 12 years of age are not to be seated together in a row without a responsible adult to assist in case of an emergency.
- e. **Families and children on Operational Flights.** Where PJHQ has specifically provided authority and dispensation, HQ BFC may manage the use of spare capacity and risks associated with the use of operational aircraft routing through Akrotiri. HQ BFC must be in possession of the relevant authority prior to invoking this paragraph and comply with the limitations and criteria therein. In principle whilst booking to the trooper remains the first option, when appropriate families and children may be booked to such operational flights where spare capacity exists. BFC passenger bookings are at no point to restrict the movement of operational passengers. All children, regardless of age, may travel only if they are accompanied by either the entitled serviceperson or the dependant parent.

- (1) Personnel travelling on duty, or when authorised by PJHQ, as a concessionary travel passenger, are eligible to use spare capacity on the Airbridge. As such, spouses of serving personnel indulging back to the UK may now travel unaccompanied if no other convenient service outlets are available.

- f. **GE/SVC.** Pre-seated in S class seats where available.
- g. **Aeromed Team & Patients.** Pre-seated as close together as possible. Passengers with reduced mobility are not to be seated where their presence could impede crew or the emergency evacuation of the aircraft.
- h. **Couriers.** As directed by movements staff.
- i. **Supplementary Crew.** Pre-seated in the dedicated S class seats where available. When there are insufficient S class seats available, support and supernumerary crew are to be seated in normal passenger seats at the rear of the aircraft. For Slip Crews refer to Part 2, Chapter 5 Paragraph 12.
- j. **ATEC Supplementary Crew.** For Airworthiness Test purposes the Air Test and Evaluation Collaboration (ATEC) are authorised to take command of RAF aircraft as per the MAA Regulatory Publications. Where the aircraft is placed under ATEC Control they are authorised to approve supplementary crew applications for their own personnel without consultation with HQ 2 Gp.
- k. Where the aircraft remains under the control of 2 Gp, ATEC personnel will require prior approval for the allocation of supplementary crew seats to conduct their test duties, and in these cases, are to submit their applications to ATMC who will scrutinise and authorise the application on behalf of 2 Gp in the normal manner.
 - (1) **Persons in Custody.** Persons in custody are not to be allocated seats that permit direct access to emergency exits.
 - (2) **Over Wing Exit Seating.** Priority should be given to passengers who are reasonably fit, strong and able to assist with the rapid evacuation of the aircraft in an emergency, after an appropriate briefing by the crew.

PASSENGER PLANNING WEIGHTS

42. **Assumed Weights.** In order to provide accurate planning and final manifest figures, standardised passenger and hand baggage weights are used in line with industry practice. These figures are derived from defence based averaged statistical data, a maximum hand baggage allowance, and current operational PPE (body armour and helmet) weights. Planning Weights by Passenger Travel Condition and by Aircraft Type are detailed in the relevant movements / ground handling manuals¹ in either Kilograms or Pounds.

a. **Flights with a High Proportion of Female or Children/Infants.** When Flight Type A (see table 23a for further information) is known to have a high proportion of female or child passengers, MFCI (Male, Female, Child or Infant) weights are to be used instead of the Standard Weight. The Standard Weight should still be used for Mov flight planning purposes prior to passenger check-in. During passenger check-in, MCFI weights are to be used to calculate an accurate final passenger weight and produce the passenger manifest. MFCI figures include a hand baggage allowance.

- (1) **AirCore.** AirCore currently only indicates the number of Adults, Children and Infants that have been accepted for a flight. Given this current system limitation, where the use of MFCI weights apply for processing, an assumed weight of 84 Kg per passenger is to be used to calculate the final passenger figure and manifest.
- (2) **RAF Form 1256.** MFCI weights are to be used to calculate total weight of accepted passenger load.

¹ [AS.4001 Air Tanker Ground Handling Manual \(GHM\)](#) or [DAP 3150 7th Edition – Manual of Movements](#)

b. **Operation and Exercise Flights.** The Standard Weight used will depend on what equipment a passenger is required to carry. The relevant Standard Weight is to be used to produce both the planning and final passenger manifest weights.

43. **Limitations.** Aircraft type and configuration can restrict the carriage conditions for passenger hand baggage. Standing limitations by type are detailed below:

a. **Voyager.** The Voyager (KC30) aircraft is subject to space and weight limitations within the cabin. These restrictions mean there are only options to carry either hand baggage or operational PPE in the cabin, but not a combination of both.

NOTE: The passenger load is not to exceed 150 when required to carry body armour and helmet within the passenger compartment.

b. **A400M.** The A400M aircraft is required to maintain an evacuation “walkway” for emergency egress when passengers are seated alongside laden pallets. If over 50% of seats next to pallets are to be used, then all passenger and Support Crew hand baggage will be palletised on boarding the aircraft, including Body Armour and Helmet where applicable. Force Protection requirements may mandate the individual to retain their Body Armour & Helmet for wear during flight phases, or ground transit to/from the aircraft in high threat environments. Where emergency egress requirements apply in these circumstances, only standard hand baggage can be taken for palletisation. For load planning purposes, the following conditions detail the weight and balance calculation criteria to be used where emergency egress rules apply:

(1) Condition A: The Military Ops/Ex (Passenger only) weight of 86Kgs is to be used with either 9kg (standard), or 17kg (standard plus Body Armour & Helmet), per person hand baggage weight allocated to the designated aircraft pallet.

(2) Condition B: The Military Ops/Ex (Passenger carrying Body Armour & Helmet only) weight of 103kgs is to be used with 9kg per person hand baggage weight allocated to the designated aircraft pallet.

NOTE: Ops/Ex manifests (F/Mov/237) are to be completed using the appropriate Flight Type weights in the tables below. The emergency egress planning condition weights are used for aircraft weight and balance calculations only.

c. **Charter.** Charter flights are subject to contractual agreements. The Standard weights contained within these regulations should be used unless otherwise notified by DSCOM of any operator weight/stowage variations, or other conditions of carriage, that may apply.

Table 22: Passenger Planning Weights for Aircraft in Kilograms (Kgs)

	Flight Type (Passenger Travel Condition)	M	F	C	I	Standard Weight	Aircraft Type
A	Non Ops/Ex (EASA Weights) (Schedule admin flights only) (weights include Hand Baggage)	88 kg	70 kg	35 kg	0 Kg	84 kgs	KC30, C130J, A400M, Charter
B	Military Ops/Ex (Passenger only)					86 kgs	C130J, A400M, Charter
C	Military Ops/Ex (Passenger carrying Hand Baggage only)					95 kgs	KC30, C130J, A400M, Charter
D	Military Ops/Ex (Passenger carrying Body Armour & Helmet only)					103 kgs	KC30, C130J, A400M, Charter
E	Military Ops/Ex (Passenger carrying Hand Baggage and Body Armour & Helmet)					112 kgs	C130J, A400M, Charter
F	Military Ops/Ex (Passenger carrying Hand Baggage and Body Armour & Helmet and Weapon)					118 kgs	C130J, A400M, Charter

Table 22a: Passenger Planning Weights for Aircraft in Pounds (Lbs.)

	Flight Type (Passenger Travel Condition)	Standard Weight	Aircraft Type
A	Military Ops/Ex (Passenger only)	190 lbs	C-17A, Charter
B	Military Ops/Ex (Passenger carrying Hand Baggage only)	210 lbs	C-17A, Charter
C	Military Ops/Ex (Passenger carrying Body Armour & Helmet only)	230 lbs	C-17A, Charter
D	Military Ops/Ex (Passenger carrying Hand Baggage and Body Armour & Helmet)	250 lbs	C-17A, Charter
E	Military Ops/Ex (Passenger carrying Hand Baggage and Body Armour & Helmet and Weapon)	260 lbs	C-17A, Charter

DISPERSAL FROM CIVIL AIR TERMINALS IN THE UK (ATF FLIGHTS INC CHARTER)

44. **Authority.** Passengers are to be documented so that they can disperse direct from civil terminals. Passengers are not to disperse from any civil airhead unless they have been authorised to do so by the Movements Staff. Passengers, who are not otherwise part of a Unit move, are expected to disperse under arrangements made by their own unit prior to arrival or under their own arrangements as necessary.

45. **Diversions.** In the event of an RAF AT or Charter aircraft being diverted ATMC will be notified at the earliest opportunity. ATMC will undertake the centralised control and co-ordination of the aircraft. On confirmation of a diverted aircraft ATMC will notify the Handling Agents, Div Districts and / or CAD as required. On arrival at the diversion airfield ATMC will handover responsibility for and management of the aircraft to div districts or CAD however ATMC retains overall C2 responsibilities at all times.

- a. **PRO Responsibilities.** Should the diverted aircraft land and deplane passengers prior to the arrival of CAD or Div District Movs representation the PRO is to contact ATMC on arrival to receive instructions and direction. ATMC is authorised to direct and instruct the

PRO. A nominal role of passengers dispersing from the diversion airfield is to be taken by the PRO once authority to disperse has been granted from ATMC.

b. **Passenger Dispersal.** Passengers should not assume to disperse from the diversion airfield until appropriate direction has been given by ATMC to the PRO, or the Div District/CAD give authority to disperse:

- (1) Passengers are not to disperse until arrangements for the recovery of hold baggage is acknowledged. Passengers who disperse without recovering their hold baggage and without the explicit authority of the PRO, Div District or CAD to do so may be liable for costs involved in the recovery of their baggage.
- (2) IAW JSP 440 Passengers travelling with weapons will be expected to return to the original airhead destination and will not be authorised to disperse from the diversion airfield unless otherwise advised by the PRO, Div District or CAD.
- (3) Transport and Life Support. ATMC will authorise transport, accommodation and feeding of passengers when required.
- (4) Unit Moves. For Unit moves dispersal instructions will be advised by ATMC/Div District/CAD as appropriate.

46. **Overnight Accommodation.** When authorised, overnight accommodation is to be arranged by units directly with the Central Hotel Booking Services.

DISPERSAL FROM MILITARY AIR TERMINALS IN THE UK

47. **Scheduled Flights.** Passengers from scheduled flights terminating at RAF Brize Norton may make their own arrangements to proceed to their UK destinations or if entitled, may use the RAF coach service and Speedlink Services as detailed in Table 3 below. Special arrangements will need to be made for the movement of disabled passengers and prisoners from RAF Air Terminals.

Table 3: Bus Services available from Military Airheads

RAF Brize Norton	Air Terminal to Oxford Railway Station Air Terminal to Oxford Bus Station Air Terminal to London Heathrow Airport
SpeedLink to London Gatwick Airport (for authorised personnel)	Obtain a 'SpeedLink' voucher from the movement's staff at RAF Brize Norton. Travel to London Heathrow Airport and transfer to the 'SpeedLink' service

DISPERSAL FROM AIR TERMINALS OVERSEAS

48. **Dispersal of passengers from terminals overseas** is to be in accordance with local arrangements and movement instructions.

CARRIAGE OF PHYSICALLY DISABLED PASSENGERS / PASSENGERS WITH A MEDICAL CONDITION

49. **Medical Assessment.** In accordance with the Surgeon General's Policy Letter (SPGL 04/05 dated 21 Feb 2005), any person carried on RAF ATF or Charter aircraft, that may suffer discomfort or may be unable to egress the aircraft unaided due to physical disability or known medical condition, must be assessed fit to fly by the local medical authority and thereafter, authorised to travel by the Aeromedical Evacuation Coordination Centre (AECC). PNRs should be annotated to confirm the passenger has been awarded 'fit to fly' by a medical officer. The following guidelines are to apply:

- a. A disabled passenger must be authorized 'fit to fly' by a medical officer prior to time of booking.
- b. Fit to fly assessment is undertaken each time a passenger with a medical condition travels.
 - (1) Assessment is to be undertaken by the local responsible Medical Authority in liaison with the AECC. The assessment is to establish:
 - (a) Fitness to fly and any potential risks of safety to the aircraft and passengers.
 - (b) Whether an aeromed escort is required.
- c. Clearance to fly is to be faxed to all airfields involved in the route (by booking office once clearance has been presented to them).

50. **Charter/Commercial Aircraft.** For carriage in Charter Aircraft or Commercial Passages with differing cabin classes:

- a. In the event of a declaration made by a passenger that it would be in their best interests for them to be seated in an upgraded class due to a medical complaint, a referral to the local military medical authority is necessary to confirm the passenger is fit to fly as per sub Paragraph b(1) above.
- b. Higher Class Seats attract a greater tax charge iaw HMRC regulations, therefore, the military medical authority should provide an assessment so that the AECC can identify whether or not a J Class seat is preferable for the comfort and welfare of the passenger.
- c. Commercial airlines operate their own policies in regard to the carriage of passengers who may be suffering from a medical ailment or injury. Where such a condition is declared, the airline will confirm whether or not they are willing to accept a passenger in a given situation.

UNACCOMPANIED MINORS (UNMINS) AND IN-FLIGHT ESCORTS ON RAF ATF, MOD CHARTER AND COMMERCIAL FLIGHTS

51. **Definition.** An Unaccompanied Minor (UNMIN) is defined as a child from the age of 7 to 12 years ² of age ³ who is travelling without his/her parents or guardians on flights, which may include on occasion, full/part charter flights undertaking scheduled tasks. Children aged between 13 and 18 are not classified as UNMINS however, parents may arrange or request escorting in exceptional circumstances. UNMINS can travel either as duty or concessionary travel passengers. There are specific entitlements with regards to UNMINS travelling as either duty or concessionary passengers on MOD charter aircraft. Parents/Guardians are to consult with the booking office before booking travel.

52. **Parental or Guardian Responsibility.** The parents or guardians are responsible for:

- a. Arranging the terminal/ground escorts (see Part 2, Chapter 5 Paragraph 49) and in-flight escorts (these escorts may be the same individual) for their children travelling as UNMINS, and are to ensure personnel that they nominate are at least 18 years of age. Escorts are to assist movements staff during the passenger handling process. Concessionary travel passengers are not to be nominated as escorts.

² 12 years and 12 months.

³ UNMINS may be defined differently by civilian commercial airlines.

- b. Parents are to inform the passenger booking offices that their children will be travelling as UNMINS and are to provide the name of the in-flight escort, so that both the escort's and the UNMIN's PNRs can be annotated and the UNMIN paperwork can be raised.
- c. Parents are responsible for ensuring that children are escorted up to the point of final check-through and are collected at the arrival airfield.
- d. If authorised by parents, children between 16-18 years of age may act as in-flight escorts for their younger siblings under the provisions contained in Appendix 1 to Annex A to Part 2 Chapter 8 - Unaccompanied Minor Form.

Parents are to make every effort to arrange for an escort known to the child or parents/guardian to be provided. However, should the parents or guardians be unable to arrange an escort, they are to inform the passenger booking office at the earliest opportunity to request assistance, by exception, in selecting a suitable escort.

53. Maximum number of UNMINS on Voyager Flights. In accordance with ATrS UMIN Policy and ATrS cabin staff to pax ratios, the maximum number of UNMINS that can be carried on Voyager is 8.

54. Booking Office Responsibilities. If parents are unable to provide an In-Flight Escort for their children travelling as UNMINS, the booking office must complete the following:

- a. On receipt of the Unaccompanied Minor In-Flight Booking Form, the booking office is to annotate the booking with UNMIN ESCORTED BY CABIN CREW. This annotation should inform the airhead the UNMIN will come under the care of the cabin crew in-flight escort.
- b. Booking Centres must inform the airline that an UNMIN is travelling in the following ways:
 - (1) Developed UK Booking Centres are to contact DPRC who will inform the airline on their behalf.
 - (2) Akrotiri, Germany and SAA are to contact the airline direct. Current airline contact details will be available from DPRC⁴.
- c. Booking centres are to ensure that there is no more than 2 UNMINS per individual cabin crew.

55. Movements Staff Responsibilities. Once the UNMIN has completed final check through, Movements Staff/DAMO are to ensure that the UNMIN is escorted to the aircraft and handed over to the cabin crew with the UNMIN In-Flight Booking Forms. UNMINS should be loaded to the aircraft first or in accordance with the airhead's SOPs.

56. Airline Specific UNMIN Forms. If the airline has its own UNMIN booking form, the departure airfield is to ensure that it is completed in addition to the MOD In-Flight Booking Form and put in the flight folder.

57. Cabin Crew Responsibilities. If parents are unable to provide an In-Flight Escort for their children travelling as UNMINS, cabin crew are required to:

- a. At the departure airhead, take responsibility of the UNMIN from the DAMO at the top of the aircraft steps. On arrival at the airhead, they are to hand over responsibility of the UNMIN to the DAMO when the DAMO meets the aircraft.

⁴ Charter contracts with airlines do change which may result in an amendment in contact details therefore, please check with DPRC or Airlift Charter, DSCOM if you are unsure.

- b. Throughout the flight, demonstrate responsibility for the UNMIN in accordance with their airline's SOPs.
- c. On a diversion, provide an escort for the child for the period of the diversion including overnight.

58. **MOD Unaccompanied Minor In-Flight Escort Form.** The MOD Unaccompanied Minor In-Flight Escort Form, found at Annex A, is to be raised on every occasion that an UNMIN travels on RAF ATF Flights (including full / part charter flights) undertaking scheduled routes. For Charter / Part charter flights, movements staff should check and confirm whether the airlines own UNMIN documentation is to be used. The Form is to be raised in 3 copies and distributed as follows:

- a. 1 copy - Departure Airfield.
- b. 1 copy – Escort or DAMO for Cabin Crew.
- c. 1 copy - Destination Airfield, at least 24 hrs prior to departure (or as soon as the form is available) by fax or other suitable electronic means.

59. **Terminal / Ground Escorts for RAF ATF Flights.** The MOD requires that minors are escorted to and from RAF Stations, and air terminals at the beginning and end of flights as follows:

- a. **For a Child Under 16 years of Age.** The child(ren) is to be escorted to the Check-in desk at the departure airfield and handed over to the in-flight escort once the child has been checked-in. If required, the Terminal / Ground Escort is responsible for escorting to, and remaining with the child(ren), any transit hotel where overnight accommodation is provided. Escorts are to remain at the air terminal until the departure of the flight. Accommodation may be provided for the escort at repayment rates. Children under 16 years are to be met by in-flight escorts on arrival at the movement's desk and escorted to their destination. When a flight arrives in the evening, free overnight transit accommodation at the deplaning airfield may be provided for the child, with accommodation provided for the escort on repayment.
- b. **Children Aged Over 16 Years of Age.** These children may, on their parents' or guardian's authority, be left unescorted after having been delivered to the air movement's desk at the departure airfield; the RAF does not provide any supervision or assistance beyond that given to adult passengers. If it is wished that the child be escorted up to the time that the flight is called, the child's parent or guardian is responsible for providing the escort. Where available, transit accommodation facilities will be provided for the child and escort as in Part 2 Chapter 5 Paragraph 49a.
- c. **MOD Form 822.** In all cases where there are terminal/ground escorts, the MOD Form 822 - MOD Unaccompanied Minor Form must be completed. An example of this form and its notes for use is at Annex A to Part 2, Chapter 8 of this volume.

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 6 – ACCOMPANIED AIR BAGGAGE

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-6-3
2	Dangerous Articles	2-6-3
3	Personal Carriage of Classified Material	2-6-3
4	Carriage and Use of Cameras on RAF AT Aircraft	2-6-3
5	Definitions	2-6-3
Accompanied Baggage Scales and Conditions of Carriage		
6	Individual Cabin (Hand) Baggage	2-6-4
7	Cabin Baggage on Commercial Air	2-6-4
8	Cabin Baggage on Mil AT	2-6-5
9	Dimensions	2-6-5
10	Cabin Baggage	2-6-5
11	Cabin Baggage on Operational and Exercise Flights	2-6-5
12	Hold Baggage	2-6-5
13	Travel by Commercial Air Throughout	2-6-6
Authorised Excess Baggage Allowances		
14	Tables of Personal Excess Baggage Allowances	2-6-7
15	Combined Entitlement	2-6-8
16	South Atlantic Baggage Scales	2-6-8
17	Requests for Unauthorised Excess Baggage	2-6-8
Marking and Labelling of Baggage		
18	Labels - Issue and Marking	2-6-12
19	RAF Labels	2-6-12
20	Used Labels	2-6-12
The NATO Baggage Label		
21	Standard	2-6-12
22	Information Required	2-6-12
23	Additional Tags	2-6-12
24	Bio-Security	2-6-13

Customs and Immigration

25	Liability to Examination	2-6-13
----	--------------------------	--------

Insurance Liability

26	Passenger Liability	2-6-13
----	---------------------	--------

Damaged Baggage

27	Claim Procedures	2-6-13
28	Claims for compensation	2-6-13
29	Action on Issuing F441	2-6-13

Lost Baggage Procedure

30	Action to be Taken	2-6-13
31	Action on Receipt of Lost Baggage Message	2-6-13
32	Baggage on Hand	2-6-13
33	Disposal of Unclaimed Air Baggage	2-6-14
34	Opening of Unclaimed Baggage	2-6-14
35	Disposal	2-6-14
36	Found Property	2-6-14
37	Lost Property	2-6-14

ANNEX A: BIO-SECURITY POLICY

ANNEX B: STANAG 3740 (EDITION 3) MESSAGE FORMAT - LOST AIR BAGGAGE

ANNEX C: STANAG 3740 (EDITION 3) MESSAGE FORMAT - BAGGAGE RESPONSE

ANNEX D: STANAG 3740 (EDITION 3) MESSAGE FORMAT - BAGGAGE ON HAND

List of Tables

Table	Title	Page
24	Hold Baggage Entitlements for Air Travel	2-6-6
25	Excess Entitlements on Deployment	2-6-9
26	Army Training Courses Which Attract Automatic Excess Baggage Entitlement	2-6-10
27	South Atlantic Air-bridge (SAA) Entitlements	2-6-11
28	Tag Information	2-6-12
29	Additional Tags	2-6-12

INTRODUCTION

1. **Introduction.** Chapter 6 identifies necessary limitations and provides guidance on the entitled scales of accompanied baggage for those passengers who are required to travel by air on either military AT, including charter, or commercial air passages. The chapter provides information on the definitions of accompanied baggage, entitlement according to purpose of travel and when necessary, policy regarding the carriage of excess baggage.
2. **Dangerous Articles.** The carriage of accompanied baggage is subject to the rules and regulations covering dangerous articles as detailed in Part 2 Chapter 10 of this volume.
3. **Personal Carriage of Classified Material.** The JSP 440 and Single Service security instructions require individuals carrying classified material to be in possession of a document of certificate authorising the carriage. Movements Staff should ensure that passengers carrying classified material are in possession of an authorising certificate. If the passenger does not have suitable authorisation, then the matter is to be referred to the nearest Service police representative before enplanement is permitted.
4. **Carriage and Use of Cameras on RAF AT Aircraft.** Cameras may be carried and used on RAF transport aircraft subject to the following rules:
 - a. Any security regulations in force at the airfield of departure and arrival.
 - b. No photograph may be taken in the air, over British territory, of any airfield or other installation excluded by security policy, Service or civil, except for official purposes.
 - c. No photograph may be taken in the air over any foreign country except as permitted by the law of that country.
 - d. No photograph may be taken of any classified or otherwise forbidden matter in the aircraft except for official purposes.
 - e. The use of cameras within the aircraft, under the provisions of the preceding sub-paragraphs, remains at the discretion of the aircraft captain.
5. **Definitions.** When required to travel by air, passengers may carry cabin baggage and check-in hold baggage to the aircraft in which they are travelling as a portion of their overall baggage entitlement.
 - a. **Accompanied Air Baggage.** For the purposes of travel on Mil AT, including charter aircraft and commercial air passage, accompanied air baggage is defined as suitcases and bags holding a passenger's personal belongings limited to items such as clothing, footwear, toiletries, books and personal portable electronic devices such as MP3/IPODs, hand held game consoles and laptop computers. Accompanied air baggage is that portion of an individual's baggage allowance, which is limited by scale, that is carried on the same aircraft on which the passenger is travelling. Baggage should not exceed the dimensions: 100cm X 60cm X 45cm, with a max weight of 32kgs per item.
 - (1) **Personal Belongings.** A passenger's personal belongings that include engineering equipment, household goods including TVs, desktop PCs and other outsized items, are examples of air freight and when required to be transported at public expense is termed 'unaccompanied baggage' and is to be dispatched in accordance with policy contained in Part 5 of this volume. Tools and tool boxes may only be carried as accompanied air baggage when specifically authorised to do so as per para 14 in this section.

(2) **Tools and Tool Boxes.** Tools and tool boxes may only be carried as accompanied air baggage when specifically authorised to do so as per para 17 in this section.

(3) **Sports Equipment.** For items of sports equipment which do not comply with the revised hold baggage dimensions as detailed in Para 5a above, these items will be categorised as **excess baggage or freight**. However, to enable sports teams/individuals to travel with their equipment, the following conditions apply:

(a) Sports teams/individuals travelling on FLC/Sports Board approved training camps/competitions should, at the point of passenger booking, declare the number of bikes/equipment to be moved, quoting the admin order reference. They should request excess baggage for this equipment and the booking should be made well in advance.

(b) Fourteen days prior to the flight, sponsors should contact DPRC (DSCOM) who will check passenger numbers to ascertain if sufficient capacity is available for the sports equipment to accompany the team on that flight. If capacity is available, a comment will be added to the passenger reservation authorising the excess baggage, also noting that it is sports equipment.

(c) If the flight is full fourteen days prior to flight, or if passenger numbers are significantly high, DPRC will inform the sponsor that a freight request (F1380) must be submitted to the Air Freight Centre for the items to be consigned as cargo on one of the freight aircraft prior to the team's travel. The Air Freight Centre will issue call forward instructions in line with JSP 800, Volume 3.

(d) Individuals or groups turning up at check-in with outsized sports equipment who have not notified the booking office will not be allowed to move this equipment; it will be rejected at check-in.

(e) Sports teams should have arrangements in place to move via civ air if Mil AT is not possible.

b. **Hold Baggage.** Hold baggage is that which will not normally be needed until the destination is reached. Hold baggage is checked-in on arrival at the air terminal/airport and is reclaimed after the flight has landed at its destination.

(1) No facility exists at the departure airhead to store hold baggage or authorised excess accompanied baggage. Movement staffs are not responsible for storing personal belongings prior to departure.

c. **Cabin Baggage.** Also referred to as hand baggage, it is that baggage permitted to be taken into the aircraft passenger compartment by the passenger. Cabin baggage is limited in size and weight to fit in the overhead cabins (where fitted) or under the seat in front so as not to impede the movement of cabin crew and other passengers and for safety purposes in the event of emergency egress.

ACCOMPANIED BAGGAGE SCALES AND CONDITIONS OF CARRIAGE

6. **Individual Cabin (Hand) Baggage.** An individual's cabin baggage is not to be combined with that of any other family member and packed in bulk.

7. **Cabin Baggage on Commercial Air.** The weight and dimensions of cabin baggage on commercial flights differ according to the airline booked. It is the responsibility of the passenger to check their limitations with the airline prior to arrival at the airhead. Details are often provided on e-

tickets or on-line on the airlines website. Passengers who exceed the weight, dimension or quantity of cabin baggage may be required to check in any excess as hold baggage.

8. **Cabin Baggage on Mil AT.** For all military AT flights, including charter, cabin baggage should not exceed one bag weighing 9 kg. Laptop computers are to be incorporated within the cabin (hand) baggage entitlement.

a. For operational and exercise flights, where necessary, ECBA and helmet (Osprey where issued) will be carried on as additional cabin (hand) baggage and placed under the seat in front (see Part 2, Chapter 6 Paragraph 10).

b. Where the flight includes a scheduled night stop, passengers' overnight needs should be carried in their cabin baggage.

9. **Dimensions.** The maximum outside measurements are not to exceed:

a. Height 60 cm.

b. Breadth 25 cm.

c. Width 53 cm.

10. **Cabin Baggage.** Owing to flight safety implications when flying on all variants of Tri Star aircraft cabin (hand) baggage is to be checked in.

a. Checked cabin baggage will be placed in a ULD (tin) for the flight and returned to the individuals on arrival at their destination or should the aircraft divert.

b. Individuals may be allowed a limited number of personal items to be carried on their person and be capable of fitting into the seat pocket during the flight.

c. ECBA and helmet (Osprey where issued) will be carried on as cabin (hand) baggage and placed under the seat in front.

d. Laptops may be permitted, without a case, to meet insurance/safety constraints with neoprene sleeves only to prevent damage.

11. **Cabin Baggage on Operational and Exercise Flights.** For operational and exercise flights, the additional items of cabin baggage that will be permitted to be taken into the aircraft passenger compartment, such as ECBA, helmets, respirators, and sleeping systems, will be detailed in the respective HQ sponsored Mounting and Movement Instructions for each operation or exercise.

12. **Hold Baggage.** Hold baggage scales differ for a number of reasons including the purposes of travel, method of air travel, rank, status and destination. Hold baggage scales for travel in RAF AT or combined RAF AT/charter/civil routes or commercial air throughout are identified at Table 1, excluding travel on the SAA (see Table 1). Further information regarding baggage scales for commercial travel throughout is detailed at Part 2 Chapter 6 Paragraph 13. Hold baggage weights for Operations and Exercises should be agreed with DSCOM at the bidding stage but must not exceed hold baggage (Ops) limits of 55 kg. This should be split across a maximum of 2 pieces of hold baggage which individually must not exceed 32 kg.

a. In the case of large families staying overnight at the airhead and required to check in their baggage on the day before departure, one suitcase may be retained overnight for loading as hold baggage the next day.

Table 1: Hold Baggage Entitlements for Air Travel

Ser	Purpose of Travel	Method of Travel	Rank/Status	Weight Limit
1	SERVICE PERSONNEL ON NORMAL POSTING	RAF AT or combined RAF / Charter / Commercial Routes or Commercial Air Throughout	Capt RN with 6 yrs. seniority, Brigadier, Air Cdre and above All other officers Ratings, Soldiers and Airmen	46 kg / 2 pieces
2	SERVICE FAMILIES ON POSTING	RAF AT or combined RAF/Charter/Commercial Routes or Commercial Air Throughout	All spouses (see Note 1), and authorised nursemaids Accompanied children See Note 2 Unaccompanied children	23 kg / 1 piece
3	TRAVEL ON TEMPORARY DUTY	RAF AT or Charter or Commercial Air Throughout	All officers (other than TA Pers on annual Trg)	27 kg / (60 lbs)
			Ratings, Soldiers and Airmen (other than TA Pers on annual Trg)	20 kg (44 lbs)
			All TA Pers on Trg	30 kg / (66 lbs)
			United States Personnel	30 kg / (66 lbs) Note 3
			Operational Moves	45 kg / (100 lbs)
			Administrative	30 kg / (66 lbs)
			All ranks	23 kg / 1 piece)
4	TRAVEL ON EXERCISE Note 4	RAF AT or Charter Trooping Aircraft	All personnel (other than TA) on Trg where a personal weapon and LFO are carried.	55 kg / (100 lbs) Note 5
5	TRAVEL ON OPERATIONS Note 4	RAF AT or Charter Trooping Aircraft	All personnel	55 kg / (100 lbs) Note 5
6	LEAVE, CONCESSIONARY TRAVEL Note 6	All	Service personnel - All ranks Service Families All Children Operational R&R – all ranks FI authorised absence	20 kg / (44 lbs)

Notes:

1. Includes Registered Civil Partners.

2. Most airlines whether MOD Charter or Commercial will permit a family to take a pram/stroller/buggy as accompanied air baggage outside of their baggage allowance. Booking offices are to use this wherever possible.

3. Bookings for US Personnel (Military and Contractors) travelling on temporary duty under the Implementation Agreement are to be submitted through the Defence Passenger Reservation Centre (DPRC) at DSCOM.

4. Unless otherwise specified by the mounting headquarters or mounting/movements instructions when travelling as operations or exercise passengers on RAF or full charter admin trooping aircraft, the baggage allowance is as specified in the Table but should not exceed 55 kg.

5. For Operations and Exercises operating through civil airports, the maximum weight per single item of baggage is not to exceed 32 kg.

6. The scales at Serial 6 do not apply for periods of leave exceeding 61 days; the allowance will be at the posting scales at Serial 1.

13. Travel by Commercial Air Throughout. Allowances when travelling by commercial air throughout on posting, temporary duty or leave, hold baggage entitlement is in accordance with Table 24. For all flights operating through civil airports, the maximum permissible weight for each

piece of hold baggage must not exceed 32 kg, however, some airlines charge excess weight penalties for baggage over 20 - 24 kg. Passengers are responsible for checking their tickets to determine maximum weight allowances per piece to avoid unnecessary charges.

a. Personnel should check with their tickets prior to departure as some airlines express their hold baggage allowance in number and size of pieces rather than by weight. Personnel whose routes involve baggage allowances being assessed by both numbers of pieces and the weight methods must ensure that the number and sizes of pieces do not exceed their limits and that their total weight is within the weight limitations of their class of travel. Where journeys are undertaken across different classes of travel for onward journeys, weight limits should be checked for all legs of the journey and excess baggage applied for when necessary at the time of booking.

Note: Baggage allowances on MOD Charter / Part Charter Flights may vary from above, depending on the contract that has been agreed.

b. Infants less than 2 years of age booked on behalf of the MOD are allocated a seat regardless of age and thus are entitled to the normal child baggage allowance.

c. For commercial flights on the transatlantic route to the USA (excluding the North Atlantic Trooper) personnel are entitled to baggage allowances as set out in Table 24. The combined dimensions of each piece are not to exceed 62 in/158 cm. One piece of cabin baggage (excluding infants), with combined dimensions not greater than 45 in/115 cm and weight not greater than 6 kg (13 lbs), is allowed.

d. Baggage Entitlements for USA Troopers. The baggage entitlements for the USA Troopers are as follows:

(1) Washington. 5 pieces of hold luggage, each weighing up to 32 kg.

(2) Savannah. 3 pieces of hold luggage, each weighing up to 23 kg.

(3) Charleston. 3 pieces of hold luggage, each weighing up to 23 kg² For movement on temporary duty on flights to/from Gibraltar passengers are entitled up to 30 kg (66 lbs.).

e. As airline baggage limits differ the passenger is to ensure that excess baggage has been applied for and granted at the point of booking. For movement on posting, all passengers are entitled to the baggage rates detailed in Part 2, Chapter 6 Paragraph 12a.

f. For passengers travelling on flights UK-Nepal-UK are entitled to up-to 30 kg when travelling economy. Personnel entitled to travel business class may carry up to 40 kg. Requests for excess baggage requirements are to be authorised prior to booking. Passengers are to note that the maximum weight for a single item of baggage is 32 kg.

g. For passengers posted to British Forces Brunei, guidance on locally approved baggage entitlements is to be obtained from HQ Brunei Garrison, MCC (BruneiGar-MCC-SNCO or BruneiGar-MCC-AirDesk-IC).

h. Any requests for excess baggage are to be submitted at the time of booking and must be agreed in advance of date of travel. If excess baggage has not been agreed, the individual will be liable for all excess baggage charges at check-in.

AUTHORISED EXCESS BAGGAGE ALLOWANCES

14. **Tables of Personal Excess Baggage Allowances.** The personnel outlined in the following tables qualify for excess air baggage allowance when on duty and when travel is by RAF / charter

or combined RAF / charter / civil aircraft. For travel on RAF Air Transport Force (ATF), MOD Charter and Part Charter aircraft, applications should be sent direct to SNCO Trooping at DPRC or Families Section, MSS Div as appropriate. Applications for overseas locations must be made through the local Command Movements Authority, copied to SNCO Trooping at DPRC or Families Section, MSS Div as appropriate.

- a. For travel on commercial air for part of the journey or the whole of the journey application must be made by the applicant's Unit to the relevant budget holder or for centrally funded journeys to SNCO Trooping or Families Section, MSS Div as appropriate at the time of booking the flight.
- b. For operations, FLCs must ensure that excess baggage requirements are annotated against the FET / JFET prior to submission to facilitate payload planning. Excess baggage should be shown as freight with the description "excess baggage".

For temporary visits, such special excess allowances will not be authorised for periods of less than two months duration.

15.

Table 2 details excess entitlements for certain passengers on deployment. Table 3 outlines entitlements for personnel attending particular Army Training Courses.

- a. **Uniform.** Personnel who are required to wear uniform, including service dress, after their unaccompanied baggage has gone and before their unaccompanied baggage arrives at their new posting destination, are entitled to 1 extra piece of luggage at 23kgs.
- b. **Spouses of Defence Section Personnel.** Spouses/civil partners of Service personnel assigned for duty as Defence Section staff by Defence Engagement – Overseas Support, as defined by the Forecast of Relief List, and who themselves will be required to carry out official hosting duties before the arrival of their unaccompanied baggage are entitled to 1 extra piece of luggage at 17 kgs
- c. **Families.** Families with children/child aged 5 or under who experience an elongated period without their unaccompanied baggage, either before travel or on arrival at their new posting destination, are entitled to 1 piece of excess luggage at 23kgs per child. One piece can either be a car seat, a pram/buggy/stroller or a travel cot.

16. **Combined Entitlement.** Where eligible, combinations of entitlements may be authorised (i.e. RN Aircrew travelling to join a ship, using civil airline throughout would be entitled an excess of 38 kg for flying suit and helmet, plus 10 / 20 kg for taking up seagoing duties). Clarification and advice for all personal excess baggage scales is available from DPRC or Families Section, MSS Div.

17. **South Atlantic Baggage Scales.** Table 4 outlines the net baggage entitlements for passengers moving to and from the South Atlantic, including Ascension Island.

18. **Requests for Unauthorised Excess Baggage.** When the baggage allowance is insufficient (other than in circumstances for which excess allowances are provided), application for an increased allowance should be made, with full justification, as follows:

- a. For travel on RAF Air Transport Force (ATF), MOD Charter and Part Charter aircraft, applications should be sent direct to SNCO Trooping at DPRC or Families Section, MSS Div as appropriate. Applications for overseas locations must be made through the local Command Movements Authority, copied to SNCO Trooping at DPRC or Families Section, MSS Div as appropriate.
- b. For travel on commercial air for part of the journey or the whole of the journey application must be made by the applicant's Unit to the relevant budget holder or for centrally

funded journeys to SNCO Trooping or Families Section, MSS Div as appropriate at the time of booking the flight.

- c. For operations, FLCs must ensure that excess baggage requirements are annotated against the FET / JFET prior to submission to facilitate payload planning. Excess baggage should be shown as freight with the description "excess baggage".

For temporary visits, such special excess allowances will not be authorised for periods of less than two months duration.

Table 2: Excess Entitlements on Deployment

The following passengers qualify for certain excess entitlements when required to carry kit and equipment in association with their role and duties, when specifically authorised, on deployment, as shown below. Intent to carry the individual excess baggage allowance should be identified at the time of booking and reflected in the PNR or JFET. Passengers are not to aggregate their individual excess baggage allowances when travelling as a member of a crew or party.			
Ser	Category	Service Allowance	Remarks
1	Chaplains	5 kg (10 lbs)	
2	Band ranks	5 kg (10 lbs)	In addition, the weight of the instrument and its case may be allowed as excess baggage.
3	Wives more than 7 months pregnant, exceptionally allowed to travel by air.	18 kg (40 lbs)	
4	Official documents, carried separately from baggage	5 kg (10 lbs)	If documents include a laptop computer the total allowance is 10 kg/(20 lbs)
5	Flag Officers, General and Air Officers Commanding and Heads of Missions on taking up or relinquishing appointments	20 kg (44 lbs)	See Note 1
6	Airfield crash, fire and rescue crews	9 kg (20 lbs)	Royal Air Force only.
7	Air crews on deployment for flying duties	38 kg (84 lbs)	Also applicable to Air Dispatchers and RLC when carrying same equipment as aircrew as personal issue.
8	Ferry crews on ferrying duties	14 kg (30 lbs)	Royal Air Force only.
9	Medical officers carrying specialist medical equipment	14 kg (30 lbs)	
10	Dog handlers	9 kg (20 lbs)	
11	RAF nurses' special uniforms	5 kg (10 lbs)	Royal Air Force only.
12	Officers, ratings and RLC maritime crews joining for duty East of Suez	7 kg (15 lbs) for officers 5 kg (10 lbs) for ratings	For seagoing duty and outward journey only
13	All ranks of Highland Infantry and pipers of Lowland Infantry	5 kg (10 lbs)	Army only. Kilt and associated items of dress.
14	Officers on unaccompanied emergency tour posting to UNFICYP or NI		Net total entitlement is 45 kg/(100 lbs) inclusive of personal weapon and hand baggage.
15	Other Ranks on unaccompanied emergency tour posting to UNFICYP or NI		Net total entitlement is 45 kg/(100 lbs) inclusive of personal weapon and hand baggage.
16	Special Forces personnel	9 kg (20 lbs)	
17	Cooks	9 kg (20 lbs)	
18	Clearance Divers (RN)	15 kg (33 lbs)	
19	RAF Other Ranks attending Airmen Command Trg Courses	9 kg (20 lbs)	
20	RLC IEDD Operators	80 kg (176 lbs)	When deploying on Ops/Ex
21	EOD Operators	80 kg (176 lbs)	When deploying on Ops/Ex
22	DHU personnel deploying with paraclete	15 kg (33 lbs)	When deploying on Ops/Ex

The following passengers qualify for certain excess entitlements when required to carry kit and equipment in association with their role and duties, when specifically authorised, on deployment, as shown below. Intent to carry the individual excess baggage allowance should be identified at the time of booking and reflected in the PNR or JFET. Passengers are not to aggregate their individual excess baggage allowances when travelling as a member of a crew or party.

Ser	Category	Service Allowance	Remarks
23	Craftsmen	15 kg (33 lbs)	Toolkits

Note

1. Spouses of Service personnel assigned for duty as Defence Section staff by Defence Engagement – Overseas Support, as defined by the Forecast of Relief List, and who will be required to carry out official hosting duties before the arrival of their unaccompanied baggage, will be entitled to an additional 17kg of hold baggage.

Table 3: Army Training Courses Which Attract Automatic Excess Baggage Entitlement

Arms/ Serial No	Arms Schools	Locations	Excess Entitlement	
			Officers	ORs
(1) Army	Qualification for Promotions (i.e. MPC, MPC(A), Cpl Cadre, etc)	UK	N/A	25 kg/(56 lbs)
(2) NBC	Defence NBC Centre	Winterbourne Gunner	16 kg/(35 lbs)	16 kg/(35 lbs)
(3) Army	NITAT, SOTAT, UNTAT, CIVPOP Junior Division	UK Camberley	7 kg/(16 lbs)	7 kg/(16 lbs)
(4) Combined Arms	Combat Arms Training Centre (CATC)	Warminster	9 kg/(20 lbs)	16 kg/(36 lbs)
(5) Armour	RAF Centre Bovington (1) Gunnery School (2) Armour School (3) D & M School (4) Signal School (5) Tactics School	Lulworth Bovington Bovington/Bordon Bovington Bovington	16 kg (35 lbs)	16 kg (35 lbs)
(6) Artillery	Royal School of Artillery	Larkhill	9 kg/(20 lbs)	9 kg/(20 lbs)
(7) Engineers	(1) RSME (2) DEODS (3) School of Military Survey (4) 1&3 Trg Regts RE (5) Postal and Courier Depot	Chatham Chattenden Hermitage Blackwater Mill Hill	16 kg/(35 lbs)	16 kg/(35 lbs)
(8) Signals	Trg Gp R Sigs(8 & 11 Sig Regts)	Catterick	9 kg/(20 lbs)	16 kg/(36 lbs)
(9) Infantry	ITC AADW Training Team ATRD TAG(N) TAG(S) Trg Sp Comd (Germany)TSC(G) ITC Catterick ITC Wales	Warminster Pirbright Brunei Warminster Strensall Aldershot Sennelager Germany Catterick Brecon	18 kg/(40 lbs)	25 kg/(56 lbs)
(10) Aviation	AAC Centre	Middle Wallop	30 kg/(66 lbs)	30 kg/(66 lbs)

Notes:

- These figures are the additional accompanied baggage authorised above the standard Officers 27 kg (60 lbs), ORs 20 kg (44 lbs).
- All bookings using the above excess entitlements are to be advised by the relevant MOD Booking Centre to DPRC at the time of booking as excess baggage on a flight may require a reduction in the seat capacity.
- Students needing to carry excess baggage that exceeds that allowed in this table may bid for further additional excess through DPRC.

Table 4: South Atlantic Air-bridge (SAA) Entitlements

The following table lists total personal baggage entitlements for moving to and from the South Atlantic (inc Ascension Island).			
Ser	Category	Hold Baggage Allowance	Remarks
1	Service personnel (all ranks) on Continuity Tours and standard 4/6 month detachment	54 kg/(120 lbs)	
2	Service personnel (all ranks) on temporary duty of less than 1 month	27 kg/(60 lbs)	
3	Service personnel (all ranks) on temporary duty of more than 1 month but less than 4 months and those deployed on exercise	45 kg/(100 lbs)	Hold baggage allowance inc LFO
4	Service dependants and MOD civilian dependants: a. Spouse/Registered Civil Partner b. Unaccompanied children c. Accompanied children d. Infants (under 2 years)	45 kg/(100 lbs) 36 kg/(80 lbs) 27 kg/(60 lbs) 20 kg/(40 lbs)	Includes pram/buggy or alternative.
5	Concessionary Travel Passengers	20 kg/(44 lbs)	
6	Civilians travelling on MOD Business: MOD civilians on posting (Continuity Tour) MOD civilians on temporary duty of 4 months or less	54 kg/(120 lbs) 27 kg/(60 lbs)	
7	MOD contractors on visit of over 4 months MOD contractors on visit of 4 months or less	54 kg/(120 lbs) 20 kg/(60 lbs)	Personal tool boxes may be carried, only when authorised as excess baggage by DPRC
8	Contractors travelling as fare paying pax of FI, ASI or St Helena business the allowance is as follows: a. At start or end of tour/contracted period. b. All other journeys between Sub-Para a room	54 kg (120 lbs) 20 kg (40 lbs)	Inclusive of Hand Baggage Inclusive of Hand Baggage
9	Concession Fare Paying (CFP) passengers who are FI, ASI or St Helena residents or immigrants. Allowances as follows: a. Adults b. Children (2-12 years inclusive) c. Infants	54 kg/(120 lbs) 27 kg/(60 lbs) 20 kg/(40 lbs)	Includes pram/buggy or alternative. All allowances are inclusive of Hand Baggage
10	Other fare paying Passengers (e.g. tourists)	27 kg/(60 lbs)	Inclusive of Hand Baggage
11	Leave / Authorised absence	20 kg	iaw Part 2 Chapter 7 Para 15
12	Excess baggage – MOD Personnel undertaking accompanied Continuity Tours	-	See Note 2.
13	Excess baggage – Non- MOD Passengers	-	See Note 2.
Notes: 1. Any bookings requiring additional baggage in excess of the above entitlements are to be advised by the relevant MOD Booking Centre to DPRC at the time of booking, as excess baggage on a flight may require a reduction in the seat capacity. 2. Excess baggage above the authorised limit may, at the discretion of the Movements staff, be carried if space / payload permits. It will be liable to a prepayment excess baggage charge at the rates promulgated in the South Atlantic Joint Policy Statement. 3. For Serials 8, 9 and 10, reference may be made to the Joint Policy Statement on the Carriage of Passengers and Freight on the South Atlantic Airbridge issued by the MOD and the FCO.			

MARKING AND LABELLING OF BAGGAGE

19. **Labels - Issue and Marking.** Baggage labels will be issued by the operator at the departure terminal, airfield or airport. All baggage should be clearly labelled by passengers to show their rank, name, unit, flight number and destination.

20. **RAF Labels.** In the case of RAF transport aircraft, the air movement's staffs are responsible for providing and affixing ADP produced baggage labels and for ensuring that passengers, where necessary, label their baggage with the correct manual RAF baggage label. VIP labels, RAF Form 1185R, are also to be attached when applicable. Tear-off counterfoils from labels are to be retained by the passenger to enable baggage identification at the destination airfield.

21. **Used Labels.** To prevent confusion, passengers are to be instructed to remove all old labels from baggage before it is checked in for the flight.

THE NATO BAGGAGE LABEL

22. **Standard.** Baggage labels used by the MOD conform to STANAG 3770 and SAC No 44/43B which requires that the label be made of durable, water resistant material and be attached to the baggage either by string through an eyelet (Type A - size 12 cm x 6 cm) or by using a pressure sensitive material so that the tag self-seals after being looped through the handle (Type B - size 22.5 cm x 2.5 cm).

23. **Information Required.** The tag must be completed with the following information:

Table 5: Tag Information

BAGGAGE PORTION MANDATORY INFORMATION	Flight Number. Date travel commences. Destination airfield (three letter IATA designator) Baggage Tag Number
PASSENGER PORTION MANDATORY INFORMATION	Destination airfield (Name in full). Baggage Tag Number (identical to that on baggage portion)
BAGGAGE PORTION OPTIONAL INFORMATION	Departure Airfield. Rank and Name of Passenger. Security Check Stamp Block Baggage Weight. National Identification. Colour coding.
PASSENGER PORTION OPTIONAL INFORMATION	National Identification. Colour Coding

24. **Additional Tags.** In addition to the mandatory NATO standard labels described above, the following additional baggage tags can be used:

Table 6: Additional Tags

UNREGISTERED (CABIN) BAGGAGE -	
VIP BAGGAGE TAG	These are not to be fixed to non-entitled baggage.
AEROMEDICAL PATIENT BAGGAGE TAG	
CREW MEMBER BAGGAGE TAG	
OTHER TAGS	May be used in conjunction with but which may not replace the mandatory tag
(COMP A) COMPASSIONATE BAGGAGE TAG	Used to facilitate the quick dispersal of compassionate passengers' baggage from flights

(COMP B) COMPASSIONATE BAGGAGE TAG	Used to identify compassionate passengers' baggage which requires special handling when being transferred from flights
------------------------------------	--

25. **Bio-Security.** The policy for Bio-Security is detailed in Annex A.

CUSTOMS AND IMMIGRATION

26. **Liability to Examination.** Passengers and their baggage will be subject to Customs examination and immigration formalities at both departure and arrival airfields. For general Customs import and export regulations, see Part 2, Chapters 11 and 12 of this volume.

INSURANCE LIABILITY

27. **Passenger Liability.** The MOD may not accept liability in respect of the loss of or damage to baggage. Therefore, passengers are to be advised in their movement instructions to insure their baggage against loss or damage. The cost of insurance incurred by passengers is not recoverable from public funds.

DAMAGED BAGGAGE

28. **Claim Procedures.** Where compensation for loss or damage cannot be obtained under an existing insurance policy, or when the loss or damage results from the exigencies of the Service, MOD civilian and Service personnel are to submit JPA Form F014 or MOD Form 441 (Revised 10/10), accompanied by a Lost/Damaged Baggage Proforma, held by Movements staff, and proof of ownership or purchase to:

Baggage Claims Officer, Business and Finance Office
RAF Brize Norton, Carterton, OXON, OX18 3LX.
Tel 01993 89 6039.

29. **Claims for compensation** from non-MOD personnel (civilians, contractors, foreign nationals etc) are to be sent to:

DBR-CLTP, Public Liability Team
Level 1, Spine 3, Zone I, MOD Main Building, Whitehall, London, SW1A 2HB
Tell: 0207 807 0983/0207 218 2098

30. **Action on Issuing F441.** If a Form 441 is issued by Movements Staff, it is to be registered and cross-referred to any existing lost baggage messages before handing to the claimant.

LOST BAGGAGE PROCEDURE

31. **Action to be Taken.** In the event of a passenger reporting that baggage for which he holds the receipt portion of the baggage label is not available to him at his destination airfield, the Movements Staff are to ascertain the passenger's forwarding address so that the baggage, once traced, can be forwarded on to him. Whenever possible, the passenger should complete a Form C3 Customs Declaration for the lost baggage to help speed its subsequent clearance. A "LOST BAGGAGE" (BAGLO) message is to be despatched without delay, in accordance with the format and instructions shown in Annex B. This message is to be addressed to the enplanement airfield and all en-route stops on the flight itinerary. Information addressees may be added at the discretion of the message originator.

32. **Action on Receipt of Lost Baggage Message.** On receipt of a BAGLO message the Movements Officer is to initiate an immediate investigation. A "BAGGAGE RESPONSE" message, in accordance with the instructions at Annex C, is to be despatched to the unit originating the BAGLO message within 24 hours.

33. **Baggage on Hand.** If baggage is found, a “BAGGAGE ON HAND” message is to be despatched without delay to the applicable addressees in accordance with the format and instructions shown in Annex D. The baggage is to be despatched to the owner by the quickest means. The baggage is to be treated as cargo and given Movement Priority 2 treatment.

34. **Disposal of Unclaimed Air Baggage.** Where disposal of air baggage to its rightful owner cannot be accomplished, ultimate disposal will be in accordance with national instructions for each NATO nation concerned. Within the UK, unidentified baggage is to be immediately marked with as many details as possible, including the date and place of the discovery, and flight number if applicable. Baggage is then to be securely stored within the Movements Section and a TROBAG Message sent to all relevant route stations.

35. **Opening of Unclaimed Baggage.** If, after all replies to the TROBAG message have been received, the baggage remains unclaimed it may be opened in the presence of one of the individuals holding a post at Sub-Paragraphs a to c below to determine ownership and, if the baggage is damaged, an inventory made of its contents.

- a. A representative of the Police Flight.
- b. OC Pax Plans or their nominated deputy.
- c. WO Pax Plans or their nominated deputy.

36. **Disposal.** Every effort is to be made to contact the owners of unclaimed baggage. Unclaimed items are to be held for 9 Months by the Movements Unit after which the disposal is to be as per station policy for found property.

37. **Found Property.** Any property that is found by or is handed to a member of Movements Staff is to be logged as per local procedures and a TROBAG message sent if necessary. All reasonable steps are to be taken to locate the owner and all actions are to be logged. The items are to be securely stored for 9 Months by the Movements Unit after which disposal is to be as per station policy for found property.

38. **Lost Property.** Any property reported as lost to a member of Movements Staff is to be recorded as per local procedures, ensuring all the owners’ contact details are taken and a full description of the property. A full BAGLO message must be sent to all relevant stations if the property is believed to have been lost on an aircraft.

INTENTIONALLY BLANK

ANNEX A TO PART 2 CHAPTER 6: BIO-SECURITY POLICY

1. **Definition of Bio-Security.** The term Bio-Security encompasses a number of disparate but related threats to nations. A Bio-Security policy is required to stop the spread of diseases affecting humans, animals and flora; the spread of pests and the spread of flora and fauna to a country or region where it does not currently or naturally occur.
2. **Compliance with Policy.** Any formation, unit or individual organising any Operation, Exercise, Expedition or journey that involves travelling across a national border is required to comply with the Bio-Security policy.
3. **Procedures to Follow.** To comply with the Bio-Security policy, all countries that need to be visited or transited are to be listed. Bio-Security information may be found at the [Transport Safety Website](#).
4. The information contained will provide guidance on what disinfecting and fumigation procedures need to be applied in the country(s) to be visited. This information should be printed off and retained. The policy for departing from the UK also needs to be checked (if appropriate). If disinfecting is required, the policy on the use of disinfectants should be read and complied with. If fumigation is required then the policy regarding the use of fumigants is to be checked. Finally, certification is required to record the actions.
5. **Advice.** Advice on Bio-Security policies may be sought from:

SO1 EH, Defence Specialist Advisor EH,
Senior Health Advisor (Army) Department,
Blenheim Building,
Marlborough Lines,
Monxton Road,
Andover,
SP11 8HT,
Tel Mil: 94393 7066 | Civ: 01264 887066

INTENTIONALLY BLANK

ANNEX B TO PART 2 CHAPTER 6: STANAG 3740 (EDITION 3) MESSAGE FORMAT - LOST AIR BAGGAGE

SER	MESSAGE FORMAT	INSTRUCTIONS	EXAMPLE
A	FROM	Message Originator	2 - AMU TRENTON
B	TO	Action Addressee to include, first, Origin Station and then, any known en route stations	5 - AMU LAHR 3 - AMU OTTAWA
C	INFO	Info addressees.	CFB, KINGSTON
D	NATO SIC	Enter code "SIC QGA"	SIC QGA
E	SUBJECT	Enter the subject "Lost Air Baggage".	LOST AIR BAGGAGE
F	CASE/FILE	Indicate case or file number No for reference in response.	1 - R5436
G	NAME	Owner's name.	2 - SMITH J
H	RANK	Owner's Rank	3 - LT
I	FLIGHT IDENTIFICATION AND ITINERARY	Indicate flight Nationality/number/date date/itinerary	4 - CA/SF762/1: DEC 92 - LAHR/OTTAWA/TRENTON
J	BAGGAGE TAG NUMBER(S)	Identify applicable baggage tags (if any) by nationality and number	5 - CA TAGS No 60977/60978
K	DESCRIPTION OF ARTICLE	Describe each piece using the latest IATA Baggage Identification Chart and Instructions. Colour Code/ Type Code/ Description Elements/ Any other plain language details. Other plain language details.	6 - BK/01/CXX A GN/08/XXX/ 6 - NUMBER ON TOP B 431 436 689
L	LAST KNOWN LOCATION	Indicate where the bags were last seen	7 - CFB LAHR
M	DISPOSITION INSTRUCTIONS	Advise addressees of desired disposition instructions.	8 - HOLD FOR FURTHER INSTRUCTIONS IF LOCATED
Note: Individual entries in the format (body of the message) may be numbered as above, or separated by commas.			

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX C TO PART 2 CHAPTER 6: STANAG 3740 (EDITION 3) MESSAGE FORMAT - BAGGAGE RESPONSE

SER	MESSAGE FORMAT	INSTRUCTIONS	EXAMPLE
A	FROM	Message Originator	2 AMU TRENTON
B	TO	Action Addressee to include, first, origin Station and then any known en route stations.	5 AMU LAHR 3 AMU OTTAWAKG
C	INFO	Info addresses	CFB KINGSTON
D	NATO SIC	Enter code "SIC QGA"	SIC QGA
E	SUBJECT	Enter the Subject "Lost Air Baggage"	LOST AIR
F	CASE/FILE No	Indicate case or file number No for reference in response	1 - R5436
G	NAME	Owner's Name	2 - SMITH J
H	RANK	Owner's Rank	3 - LT
I	FLIGHT IDENTIFICATION AND ITINERARY	Indicate flight nationality/ number/date Date/Itinerary	4 – CA/SF762/1:DEC
J	DESCRIPTION OF ARTICLE	Describe each piece using the latest IATA Baggage Identification Chart and Instructions	5a – BK/01/CXX 5b – GN/08/XXX/NUMBER ON TOP 431 436 689
K	FLIGHT IDENTIFICATION	Indicate flight nationality/number/date (if known)	CA/SF762/12 DEC
L	RESPONSE	Enter one of the following: NOTAT – Not at this station ON HAND – On hand at this station NO CLAIM – Not claimed at this station CLAIM THIS STATION – Baggage has been claimed at this station	
M	REMARKS	If response is "ON HAND" of "CLAIM THIS STATION" provide a brief statement regarding instruction or assistance	8 – NEXT FLIGHT YOUR STATION IS SF80 15 DEC 92 BAGGAGE WILL BE ON THAT FLIGHT UNLESS OTHERWISE ADVISED

Note: Individual entries in the format (body of the message) may be numbered as above or separated by commas.

INTENTIONALLY BLANK

**ANNEX D TO PART 2 CHAPTER 6: STANAG 3740 (EDITION 3) MESSAGE FORMAT -
BAGGAGE ON HAND**

SER	MESSAGE FORMAT	INSTRUCTIONS	EXAMPLE
A	FROM	Message Originator (Finding Station)	2 – AMU TRENTON
B	TO	Indicate first the station where the flight originated then any en route and destination stations	5 – AMU LAHR 3 – AMU OTTAWA
C	INFO	Inform any desired organisation	CFB BADEN
D	NATO SIC	Enter Code “SIC QGA”	SIG QGA
E	SUBJECT	Enter subject “Baggage on Hand”	BAGGAGE ON HAND
F	CASE/FILE No	Indicate case file Number for reference in response	1 – R45678
G	NAME	Owner’s Name (if known)	2 - Unknown
H	RANK	Owner’s Rank	3 - Unknown
I	BAGGAGE TAG NUMBER(S)	Identify applicable baggage tags (if any) by nationality and number	CA TAGs No61567/61568
J	DESCRIPTION OF ARTICLE	Describe each piece using the latest IATA Baggage and Identification Chart and Instructions. Colour Code/Type Code/Descriptive Elements/Any other plain language details	5a – BN/20/PXX 5b - BN/07/XXX/WITH VARIOUS CRESTS
K	WHERE FOUND CA/SF762/16 DEC	Location where baggage was found or flight number it arrived on	92
Note: individual entries in the format (body of the message) may be numbered as above or separated by Comms.			

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 7 – CONCESSIONARY TRAVEL

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-7-3
2	Purpose of Concessionary Travel	2-7-3
3	Risks	2-7-3
Eligibility		
4	Personnel Eligible for Concessionary Travel	2-7-3
5	Navy Aircraft	2-7-5
6	Qualification	2-7-5
7	Carriage on C130/C17/A400M Aircraft and Carriage with Dangerous Goods	2-7-5
8	Families	2-7-5
9	Unmarried children	2-7-5
10	In-Flight Escorting of Unaccompanied Children	2-7-5
Limitations on Family Travel		
11	Exercise Deployments of less than 3 months	2-7-6
12	Carriage Parameters	2-7-6
13	Refusal of Passage	2-7-6
Order of Priority		
14	General	2-7-6
15	Priority Code System	2-7-7
16	Allocation	2-7-8
Sponsorship		
17	Sponsorship	2-7-8
Conditions of Travel		
18	Single/Return Journeys	2-7-8
19	Liability to Off-Loading	2-7-8
20	Baggage Allowance	2-7-9
21	Allocation of Higher Class Seating (HCS)	2-7-9

Concessionary Travel to Operational Theatres and Permanent Joint Operating Bases (PJOBs)

22	Concessionary Travel to Operational Theatres and PJOBS	2-7-9
----	--	-------

Payment for Meals and Accommodation

23	Payment for Meals and Accommodation	2-7-9
----	-------------------------------------	-------

Charges for Concessionary Flights

24	General	2-7-9
25	Air Passenger Duty	2-7-9
26	Non-Standard Routes	2-7-10
27	Remaining Balance	2-7-10
28	Payment	2-7-10
29	Accounting Arrangements	2-7-10
30	Accommodation	2-7-10

Method of Application

31	Applications for Concessionary Travel originating in the UK	2-7-10
32	Applications for Concessionary Travel from Overseas	2-7-11
33	Date for Applications	2-7-11
34	Completion of Single Journey Applications	2-7-11
35	Applicant's Responsibilities	2-7-11
36	Sponsor Responsibilities	2-7-11
37	Processing of Applications	2-7-12
38	Acknowledgement	2-7-12

Offer of A Passage

39	Call Forward	2-7-12
40	Withdrawal of Offer	2-7-12

Concessionary Travel To / From the South Atlantic Islands

41	Restrictions	2-7-12
42	Eligibility	2-7-12
43	Single Parents	2-7-13
44	Applications procedures	2-7-13
45	Limitations and Constraints	2-7-13

Concessionary Travel To / From Cyprus

46	Responsibility	2-7-14
47	Application Procedures	2-7-14
48	Call Forward Process	2-7-14
49	Arrival in Cyprus	2-7-14
50	Card in Hand	2-7-15

Data Recording at Departure Airfields

51 Data Recording at Departure Airfields

2-7-15

Annex A: Overseas Movements Authorities

List of Tables

Table	Title	Page
29a	Table Concessionary Accounting Codes	2-7-10
30	Akrotiri Joint Air Booking Centre	2-7-14

INTRODUCTION

1. **Introduction.** Chapter 7 details the regulations for the carriage of personnel when eligible for concessionary travel. The chapter contains information on conditions of travel and specifies limitations, priorities and the requirement for sponsorship. It also provides information on payments and charges. More limited regulations concerning concessionary travel for eligible passengers wishing to travel to PJOBs, in particular, the South Atlantic Islands (SAI) are also detailed.

2. **Purpose of Concessionary Travel.** Concessionary travel is a privilege and not a right and the opportunity to indulge on any applicable route may be withdrawn at any time. Concessionary travel potentially enables serving regular members of the UK armed forces, their families and certain other eligible categories of personnel to travel in spare seats in RAF and certain other MOD chartered aircraft, when they have no entitlement to a passage at public expense. A charge will be levied on each indulge to recoup the costs incurred to Defence including administration, meals, extra fuel required and any taxes due.

3. **Risks.** Due to the need to make the maximum use of the RAF Air Transport Force (ATF) for duty passengers and official freight, the availability of spare seats for concessionary travel cannot be scheduled and availability is therefore uncertain. At no time can a guarantee be given that concessionary travel will be available. Passengers can be offloaded from the flight at any point during the journey if circumstances dictate.

- a. Personnel who have been offered concessionary travel are not suitable candidates for escort duties, especially for UNMIN purposes and are therefore not to be selected, volunteer, or plan to travel as an escort for a child who is ordinarily travelling on a duty journey.

ELIGIBILITY

4. **Personnel Eligible for Concessionary Travel.** Members of the armed forces listed as Partners Across Government (PAG)¹ and other categories described below may apply for concessionary travel:

- a. Regular serving members of the UK armed forces.
- b. Serving MOD civilians who are based either in the UK or who are serving overseas on a permanent assignment.

¹ PAG formally known as Other Government Departments (OGD).

c. Reserve Forces Personnel, who fall into the categories restricted and under the following conditions:

(1) Full Time Reserve Service (FTRS) (all commitments)), including Non-Regular Permanent Staff (NRPS), but excluding Additional Duties Commitment (ADC).

(2) Volunteer Reserves (VRs) excluding Sponsored Reserves (SRs).

(3) VRs become eligible only during a period of mobilised service when that period exceeds 3 months. Eligibility is withdrawn once the period of mobilisation ceases.

d. UK based civilians of the following PAG:

(1) Staff of the Department for Environment, Food and Rural Affairs who are engaged on work financed from the Defence budget.

(2) Staff of the Government Communication Headquarters who are serving overseas.

(3) Staff of the Judge Advocate Generals Department serving on overseas commands.

(4) Staff employed by the Met Office working for the MOD.

(5) FCO staff in BFSAI as listed below:

(a) His Excellency (HE) The Falkland Islands Governor.

(b) Head of the Governor's Office.

(c) PA to HE the Falkland Islands Governor.

(d) Administrator of the Ascension Islands.

e. Full-time UK based SSAFA Nursing Sisters and Social Workers, WRVS Welfare Workers, Order of St John and British Red Cross Society hospitals Welfare Department welfare workers who provide nursing, social welfare services abroad and for whose employment MOD bears the cost (other members of these organisations are not eligible).

f. Serving personnel of the Australian and New Zealand armed forces.

g. Serving personnel of the Canadian armed forces.

h. Members of the MOD sponsored Cadet Forces (Combined Cadet Force, Sea Cadet Corps, Army Cadet Force and Air Training Corps) accompanied by their Cadet Force Adult Volunteers (CFAVs), undertaking official travel only (e.g. expeditions, summer camps).

i. Serving personnel of Commonwealth air forces other than those mentioned in Part 2, Chapter 7 Sub-Paragraph 04f-g, and the United States Air Force.

j. Staff of the Government Legal Department (GLD) engaged on MOD overseas business. (Concessionary travel entitlement is limited to return travel between the UK and their overseas duty post).

k. Serving personnel of allied armed forces serving in the UK under terms of the exchange programmes or Memorandum of Understanding (MoU).

l. Personnel entitled under the provisions of the South Atlantic Medal Association (SAMA) 82 Concessionary Travel Scheme who are holders of the South Atlantic Medal; considered for journeys to the Falkland Islands only. Concessionary travel requests for SAMA 82 personnel should be forwarded to DPRC (DSCOM) for consideration. DPRC will approach BFAI HQ for allocation of an X Class seat. This return flight request is to be confirmed at least eight days prior to travel.

m. For concessionary travel only, where both parents have been assigned overseas and are required to deploy with childcare provision; however, the Nannie or childcare provider is **not** entitled to concessionary travel when travelling with the family for leisure purposes and must be charged the repayment rate.

5. **Navy Aircraft.** Whilst not within scope of these regulations, certain categories of personnel may also fly as concessionary travel passengers in Royal Navy fixed wing communications aircraft for passage within the United Kingdom and Europe only. Details may be found at BRd 9469, Chapter 14.

6. **Qualification.** Previous service in armed forces of defence departments, or pre-entry cadet forces (OTC, UAS, and URNU) is not a qualification. Any case of doubt about the eligibility of individuals should be referred to SO2 Movements Policy, Jt User and Policy, ACDS (Log Ops).

7. **Carriage on C130/C17/A400M Aircraft and Carriage with Dangerous Goods.** Concessionary travel for personnel listed in paragraph 4 and their families is prohibited in C17, C130 and A400M aircraft. The JSP 800 Volume 4a contains information on concessionary travel on aircraft carrying Dangerous Goods.

8. **Families.** The following categories apply:

a. Immediate families (as defined in JSP 752, Part 2) of the categories mentioned in JSP 800, Volume 2, Part 2, Chapter 7, Sub-Paragraph 4a - e are eligible to be considered for concessionary travel.

b. Close families (as defined in JSP 752, Part 2) of personnel mentioned in JSP 800, Volume 2, Part 2, Chapter 7, Sub-Paragraph 4a – e, who are serving on a permanent assignment overseas (as defined in JSP 752, Part 2) are eligible to be considered for concessionary travel. The policy for Close family being eligible to apply for concessionary travel does not currently apply to personnel posted to Cyprus². Furthermore, close family are only entitled to apply for concessionary travel to the location where their family member is based.

c. Families of the category mentioned in Part 2, Chapter 7 Sub-Paragraph 4f are eligible to be considered for concessionary travel between the UK and New Zealand, Australia, Singapore and Malaysia only.

d. For these instructions, a member of one of the categories in Part 2, Chapter 7, Sub-Paragraph 4a - e is considered to be the head of the family.

9. **Unmarried children.** Refer to JSP 752 for the definition of unmarried children; included within the definition of Immediate Family (as defined in JSP 752, Part 2).

10. **In-Flight Escorting of Unaccompanied Children.** Children under the age of 16 years of age who qualify for concessionary travel must be accompanied by one of their parents, by their legal guardian, or by a passenger over 18 years of age who has, with the agreement of the parents or legal guardian, consented to act as an escort. Siblings between 16-18 years of age are permitted to act as escorts with the agreement of the parents or legal guardian. Failure of the

² This is currently being reviewed and the policy will be implemented for Cyprus on completion of the review.

parents to arrange a suitable escort will lead to the offer of concessionary travel being rescinded. When personnel other than the parents or legal guardians act as an escort for an unaccompanied minor (UNMIN), the booking office will need to be notified to enable the Passenger Name Records of the UNMIN and escort to be annotated. In addition, the MOD Unaccompanied In-Flight Escort Form will need to be completed for each child who flies under escort. A copy of this form is at Annex A to Chapter 8. Except for parents or guardians accompanying their own children, no passenger is normally to act as escort to more than two children. Parents are also responsible for the provision of escorts for unaccompanied children to and from air terminals at the beginning and end of flights.

LIMITATIONS ON FAMILY TRAVEL

11. **Exercise Deployments of less than 3 months.** Concessionary travel will not be granted to enable families, whether resident in the UK or overseas, to join their Service or civilian spouses deployed on exercises of less than 3 months duration.

12. **Carriage Parameters.** Normally, family members may be afforded concessionary travel passages only in RAF transport aircraft operating scheduled services. Exceptionally they may be carried in MOD whole charter aircraft (see Paragraph 2) and in non-scheduled flights with the following authority and conditions:

a. **UK.** DPRC may authorise concessionary travel from and within the UK in aircraft of No 2 Group (except C130/C17/A400M) taking off from an airfield in the UK.

b. **Overseas.** The AOC or appropriate air commander may authorise concessionary travel in RAF transport (except C130/C17/A400M) and communication aircraft taking off from airfields under their command.

c. **Passages.** Will be confined to RAF transport and communication aircraft which meet all the following conditions:

(1) They must be of types which the Air Force Departments have agreed are suitable for the carriage of dependants. As stated above, C130, C17 and A400M aircraft are categorised as unsuitable.

(2) They must be flown by a passenger-qualified crew and be operating in the passenger or passenger-cum-freight (PCF) role.

(3) They must be flying over No 2 Group routes or other specified routes over which the Air Force Department have authorised the carriage of concessionary travel passengers.

(4) In the case of aircraft flying to or from the UK, they must be operating to or from RAF authorised airfields or civilian customs airports in the UK.

13. **Refusal of Passage.** A family member will not be granted concessionary travel to an overseas location in anticipation of the normal approval of a family passage or when his or her arrival may cause embarrassment for accommodation or any other reasons.

ORDER OF PRIORITY

14. **General.** Concessionary travel is to be prioritised in accordance with the Z Code priority list as detailed in JSP 800, Volume 2, Part 2, Chapter 2, Table 10. Thereafter, concessionary travel will be allocated in the order in which they are received by the enacting booking office; there is no sub-priority list for the Z Code categories. To ensure that the maximum benefit is gained from the limited number of seats available, SO2 Movements Policy Defence Logistics or, for overseas

locations, the AOC or appropriate air commander may allow an applicant priority where there are special Service or welfare reasons for travel.

15. **Priority Code System.** Booking centres are to apply the following specific priority code system, and refer to JSP 800, Volume 2, Part 2, Chapter 2, Table 10. In all cases concessionary travel charges are to be levied:

a. **Priority Z.** Priority Z is to be allocated in the following order:

(1) **(Z1).** Military and civilian MOD personnel who have been granted Compassionate C, or equivalent category, by MOD or Service HQ HR staff overseas will take priority over all other concessionary travel passengers. Once given, authority will be valid for the outbound and inbound journeys. Applications by the parenting units will be made on F Mov 562 endorsed, in red "Comp C" with attached HR admin staff authority stating the reason for allocating Comp C status. It must be noted that in exceptional circumstances, MOD approval may be given for Comp C passengers to travel at public expense. This category may also be allocated in exceptional circumstances to certain compassionate and special cases when urgent travel is considered necessary as directed by the local commander.

(2) **(Z2)** Personnel who were given Comp C status who are returning to unit.

(3) **(Z3)** The following categories apply. There is no sub-priority for this category, applicants will be allocated in order of date received by the enacting booking office:

(a) **Partner Employment Project.** Spouses or eligible personnel who have been accepted on the Spousal Employment Support (SES) Trial and are attending an authorised SES training activity in the UK.

(b) **SAMA 82.** Personnel who are holders of the South Atlantic Medal, and are official members of SAMA 82.

(4) **(Z4)** This category is applicable to entitled civilians as listed in Paragraph 4 above, and Service personnel who are serving at overseas locations on a permanent assignment (as defined in JSP 752, Part 2). This category also includes the Immediate and Close Family (as defined in JSP 752, Part 2) of the Service personnel and/or spouse serving on this permanent overseas assignment. Such applications must normally have been received by the booking centre at least 2 weeks prior to the flight. Applicants will be allocated in order of date received by the enacting booking office.

(5) **(Z5) Welfare Support Personnel.** This category includes those Welfare Organisations as listed in JSP 800, Volume 2, Part 2, Chapter 2, Paragraphs 12 and 13, and Table 6.

(6) **(Z6)** The following are included in this category; although the conditions set out in JSP 800, Volume 2, Part 2, Chapter 2, Table 7 apply. Applicants will be allocated in order of date received by the enacting booking office:

(a) **Sports.** Applicants must be authorised by the MOD Navy, Army or RAF Sports Boards. Sports travel is only permissible for full serving members of the Armed Forces.

(b) **Expeditions and Adventurous Training (AT).** Officially sponsored and endorsed AT activity. Teams are to consist of no more than 12 personnel.

(c) **Battlefield Tours.** Applicable to serving personnel travelling to attend or in support of an Unofficial Battlefield Tour. Unofficial refers to a Battlefield Tour not sponsored by the TLB and not included on the official FLC training programme.

(7) **(Z7)** This category is applicable to all serving members of the UK Armed Forces and entitled MOD civilian staff together with their Immediate Family (as defined in JSP 752, Part 2). It is also applicable to members of the Cadet Forces accompanied by their CFAVs when on official travel (conditions set out in JSP 800, Volume 2, Part 2, Chapter 2, Table 7 apply).

(8) **(Z8) Foreign Nationals.** See JSP 800, Volume 2, Part 2, Chapter 2, Table 10 for further information.

16. **Allocation.** Passages are normally allocated in the date order of receipt within each category:

- a. Applications from the above categories for destinations passing through an intermediate stop should be given priority over applications for the intermediate stop. Passengers for the furthest destination will be called forward first.

SPONSORSHIP

17. **Sponsorship.** Every applicant must be properly sponsored (see Part 2, Chapter 7, Paragraph 33) and must have the necessary documents, including passport and visas (as required). It is the duty of the sponsor to establish that the applicant is eligible for concessionary travel under these instructions and, as far as possible, that any special reasons which may be given in support of the application are factually correct. The scheme is dependent on the sponsor exercising his responsibility conscientiously, and ensuring that the applicant is fully aware of the conditions in Part 2, Chapter 7, Paragraphs 13 - 28 and that they can comply with the requirement about return passages in Part 2, Chapter 7, Paragraph 18.

CONDITIONS OF TRAVEL

18. **Single/Return Journeys.** Concessionary travel applications are made for single (one way) journeys. Apart from SAMA 82 applications, the MOD or RAF does not accept responsibility for a return passage and no encouragement is to be given to any belief that return passage may be available. If a return journey is required, a prospective concessionary travel passenger must make a separate application for the passage to the appropriate RAF movements authority in the area to which they are proceeding (except for Cyprus and the SAI, see sub-paragraph a below). If no such passage is available, the passenger will be responsible for arranging their own way back at the right time and at their own expense. Sponsors must satisfy themselves of the applicant's ability to do this. If they are not satisfied that the applicant can fund their return journey, sponsors are not to authorise the RAF Form 2768 IND (Revised 02/16).

- a. **Application for Return Travel from Cyprus or the SAI.** Concessionary travel may be applied for using RAF Form 2768 IND (Revised 02/16). Both the outbound and inbound journeys must be specified and requested at the time of booking. Applications can still only be submitted 3 months prior to the latest date of travel requested.

19. **Liability to Off-Loading.** Concessionary travel will not be granted if passengers or freight of a higher priority can be brought forward to fill the aircraft. Applicants are warned that they are liable to be off-loaded at any intermediate stage of a flight in favour of a passenger or freight of a higher priority. Should it be necessary to off-load concessionary travel passengers at any stage of the flight, the direction provided in Part 2, Chapter 7, Paragraph 16 should be adhered to; passengers travelling the shortest distance should be off-loaded first, and in reverse priority order (refer to Table 10). Thereafter, Service personnel and civilians of the defence departments should be off-loaded in order of seniority, i.e. the most senior should be off-loaded first.

20. **Baggage Allowance.** Baggage and personal effects will be limited to 20 kg (44 lbs) for each person on all flights.

21. **Allocation of Higher Class Seating (HCS).** As a rule, there will be no entitlement to HCS when entitled personnel travel under the concessionary travel scheme (for exemptions see Part 2, Chapter 4, Paragraph 22).

CONCESSIONARY TRAVEL TO OPERATIONAL THEATRES AND PERMANENT JOINT OPERATING BASES (PJOBs)

22. All personnel should note that concessionary travel to Operational Theatres is not permitted. Concessionary travel to a PJOB is at the discretion of the PJOB HQ and is subject to formal clearance procedures; further advice regarding PJOB locations can be obtained from DPRC or SO2 Movements Policy. In exceptional circumstances, and on a case by case basis, concessionary travel can be requested to an Operational Theatre through PJHQ J4 Mov (PJHQ-J1J4-Mov-GroupMailbox (MULTIUSER)). PJHQ have the authority to endorse this request.

PAYMENT FOR MEALS AND ACCOMMODATION

23. All concessionary travel passengers are required, before boarding the aircraft, to pay a charge covering the cost of administration, meals served in the air and incremental aircraft operating costs. This concessionary travel charge does not cover meals served on the ground in Service messes up to the time of dispersal from the terminal airfield or overnight accommodation provided en route in Service messes. Since concessionary travellers are not on duty, any such ground meal or accommodation costs will be recovered from the passenger at the current Non-Entitled users' rates. The cost of any other accommodation used and meals taken in outside hotels, restaurants etc, is the responsibility of the individual, and concessionary travel passengers are advised (and sponsors should impress on them the need) to be in possession of adequate local currency to meet any additional costs.

CHARGES FOR CONCESSIONARY FLIGHTS

24. **General.** Charges for concessionary travel are published annually by the Air DResFin Cost Cell and are available here: [Concessionary Travel Rates](#). The charges apply to Service and civilian passengers. Charges do not vary with the duration of flights or because delays or diversions necessitating provision of additional meals and / or accommodation. Concessionary travel passengers are responsible for the costs of all meals and accommodation as detailed in Part 2, Chapter 7, Paragraph 23.

a. Where a concessionary travel passenger is off-loaded en route in favour of cargo or of another passenger with a higher priority, the cost of all meals and accommodation on the ground is their own responsibility. If Service accommodation and meals are provided, they are to be on repayment at the non-entitled rate. Provided a passenger proceeds to their original destination, no further concessionary travel charge is payable. Where it is not possible to arrange an onward passage in another RAF aircraft, no refund of any part of the concessionary travel charge is permissible. The cost of any accommodation used before boarding the aircraft or after arrival at the terminal airfield is also the responsibility of the individual.

25. **Air Passenger Duty (APD).** Passengers are also responsible for the payment of Air Passenger Duty (APD). APD is an excise duty which is charged on the carriage of passengers flying from a UK airport on an aircraft with an authorised take-off weight of above ten tonnes or with more than 20 passenger seats. As of 1 Mar 16 children under 16 are exempt from APD³

26. **Non-Standard Routes.** Costs for journeys on any route-training, special or other flights for non-standard routes are to be obtained from the Air-DResFin-Cost Cell.

- a. The insurance element of the charge should be credited to UIN D3500B and RAC RNA010.

27. **Remaining Balance.** The remaining balance of each receipt must be credited to UIN F4240A, RAC RNA004 and local project code (LPC) ZMRAFINDUL, unless otherwise stated on the calculation.

28. **Payment.** Payment for concessionary travel changes may be made at the applicant's home unit accounts section or at the check in desk by cheque, cash or chip 'n' pin (RAF Brize Norton only). For groups larger than 4 people payment should be always be made, prior to travel, to the accounts section at the lead applicant's home unit. Lead applicants should retain their receipts for subsequent inspection by Movements staff. Accounts section staff should follow the guidance set out in paragraphs 29 below to ensure revenue is appropriately distributed.

29. **Accounting Arrangements.** Accounting for concessionary travel will normally be carried out in the accounts section at the departure airfield, although for groups larger than 4 people or for lecturers and foreign nation defence staff, these processes should be carried out in the accounts section at the sponsoring unit. At departure airfields, Movements staff should pass payments received to their local accounts section as soon as practicable, following any additional guidance promulgated locally. Within accounts sections processing payments for concessionary travel, the bill/recoveries clerk(s) should refer to the charge breakdown in the rates table ([linked here](#)), to determine the revenue attributable to the appropriate UINs, RACs and LPCs. These codes vary depending upon the aircraft involved, as noted in the table 29a below.

Table 29a: Concessionary Accounting Codes

Platform	Core fare	Insurance	Air Pax Duty (APD)
Voyager (Mil register)	F4240A RNA004 ZMRAFPASGR	D3500B RNA010 ZMRAFPASGR	n/a
Voyager (Civ register)			F0407A RNA004 ZMRAFPASGR
Charter	A7135A RNA004 ZMCHRPASGR	D3500B RNA010 ZMCHRPASGR	A7135A RNA004 ZMCHRPASGR

30. **Accommodation.** Where service accommodation is provided before boarding the aircraft or after arrival at the terminal airfield, charges at current non-entitled rates are to be levied against the passenger for the accommodation and any meals provided. Overnight accommodation will not however normally be provided for concessionary travel passengers at terminal airfields.

31. **Abatement Requests.** Where there is thought to be a case for abatement of air fares then a request should be submitted on the Air Fare Abatement Form which can be found on the Def Log M&T Policy page ([linked here](#)) in the first instance.

METHOD OF APPLICATION

32. **Applications for Concessionary Travel originating in the UK.** Applications for concessionary travel are to be made using the RAF Form 2768 IND (Revised 06/18)⁴ and sent to the relevant booking offices as advised below. In the case of any doubt about eligibility, the issue must be referred to the editor of this Volume as per Part 0.

- a. Applications for journeys originating in the UK (with the exception of applications for the Falkland Islands and Cyprus) are to be sent by email to DESDESCOM-DPRCTroopingBKGS@mod.gov.uk

⁴ The concessionary travel form can be found at this [link](#) to the DPRC website.

- b. All applications for passages to and from the Falkland Islands are to be sent by email to BFSAI-FLK-JFLU-AMF-JNCO@mod.uk
- c. All applications for passages to and from Cyprus are to be sent by email to: BFC-AKI-JMS-JABC-INDGGPMailbox@mod.gov.uk

33. **Applications for Concessionary Travel from Overseas.** Applications for concessionary travel for journeys starting abroad are to be submitted to the RAF movements authority nominated by the appropriate command headquarters abroad. See Annex A for a list of overseas movements authorities.

34. **Date for Applications.** Applications are not to be submitted more than 3 months in advance of the latest date for movement. For applications which include the return details, they are not to be submitted more than 3 months in advance of the latest return date of travel.

35. **Completion of Single Journey Applications.** Applications for concessionary travel to locations other than Cyprus and the SAI are to be for single journeys only and submitted to the relevant booking office detailed in Part 2, Chapter 7 Paragraph 29. They are to be submitted on RAF Form 2768/IND (Revised 02/16). The forms are to be completed in all parts and are to:

- a. Be completed by the Head of Family/entitled Service Person from which eligibility is conferred.
- b. Be signed or electronically signed by the applicant.
- c. Be signed by the appropriate sponsor to the applicant. This can be electronically signed, with the sponsor copied on the email.
- d. Bear the official stamp of the sponsoring unit or appropriate organisation, unless email is used.
- e. State the gender and age of the applicant if a dependent child.
- f. State the earliest date on which a passage can be accepted, and also the latest date after which a passage cannot be accepted. This period should not exceed one month.
- g. State fully the reasons why concessionary travel is wanted.

36. **Applicant's Responsibilities.** Applicants for concessionary travel are to note that they are personally responsible for ensuring that all members of their party comply with any immigration regulations imposed by the authorities at their destination (e.g. visas). Several countries impose financial penalties on air carriers transporting passengers who fail to meet their immigration requirements. If MOD or any carrier acting on MOD's behalf incurs a penalty in respect of a concessionary travel passenger, recovery action will be taken against the applicant. Any applicant uncertain about regulations imposed by the authorities at their chosen destination should consult the nearest Embassy or High Commission of the country concerned.

37. **Sponsor Responsibilities.** The responsibilities of the sponsor are explained in Part 2, Chapter 7 Paragraphs 17 and on the reverse of the concessionary travel form. Sponsors are reminded that authorising travel for ineligible personnel may be considered a fraudulent act and subject to disciplinary action. Appropriate sponsor, whose signature must be on the completed application, is indicated below:

- a. For serving personnel, entitled reserve personnel, entitled SSAFA personnel, and their family members, the applicant's employing officer or line manager who must be of Warrant

Officer (or civilian equivalent) or above. Applicants of SO2 level or equivalent C2 and above may self-sponsor.

b. For UK-based civilians and their families, the applicants line manager who should be of D Grade or above.

38. **Processing of Applications.** Applications will be processed as follows:

a. Those which do not comply with the regulations will be returned to applicants.

b. Applications where no outlet for passage exists will be returned to the applicant with a brief explanation.

c. The remainder will be acknowledged and retained for further consideration until the latest date for travel given in the application. After which, applications will automatically be cancelled without notification.

39. **Acknowledgement.** Those who receive acknowledgement of their application are not to make further inquiries of the DPRC or the Service movements authorities overseas (except Cyprus - see Part 2, Chapter 7 Paragraph 46), call forward instructions will be advised once a passage becomes available. It must be noted that acknowledgement of receipt of a concessionary travel application is not an offer or guarantee of passage.

OFFER OF A PASSAGE

40. **Call Forward.** When the potential availability of a passage arises, applicants will be informed using the method of contact provided by the applicant, giving flight details and reporting instructions. Call forward will be advised from 48 - 24 hours before the flight. Applicants are advised to provide a telephone number on the application form in addition to an email address and address. Applicants are also strongly advised to give an alternative contact number wherever possible. Concessionary travel applications without a contact telephone number will be rejected and returned to the applicant.

41. **Withdrawal of Offer.** Since concessionary travel is offered only on the understanding that spare capacity exists at the time of the offer, the offer of concessionary travel can subsequently be withdrawn at any time up to the departure of the flight and at intermediate stops en-route. Such risk is a hazard of concessionary travel and must be understood by the applicant. Applicants for concessionary travel are not to report to departure airfields unless they have received call forward instructions from the DPRC or the appropriate movements authority overseas. Passengers will not be emplaned without this authority.

CONCESSIONARY TRAVEL TO / FROM THE SOUTH ATLANTIC ISLANDS

42. **Restrictions.** Concessionary travel to the SAI is necessarily restricted taking account of the operational nature of the SAI and the potential fragility and limited capacity of the Air-bridge. However, it is also recognised that the SAI are unique due to their remote location and restrictive access by alternative commercial means.

43. **Eligibility.** Personnel are reminded that concessionary travel is a privilege and not an entitlement. In addition to the Z Code categories listed in JSP 800, Volume 2, Part 2, Chapter 2, Table 10, personnel eligible to apply for passage are listed below. Notwithstanding these, personnel may apply to SO2 Movements Policy for authorisation through the BFSAI HQ. Such requests will require full justification and will be considered on a case-by-case basis. Authorisation may be granted only in exceptional circumstances; no precedent may be set.

a. **Passages to the Falkland Islands (UK-FI)**

(1) Serving personnel on a permanent assignment, accompanied or unaccompanied, may receive their Immediate and Close Family as defined in JSP 752, Part 2.

(2) Serving personnel on a permanent assignment who do not have Immediate or Close Family members may apply through their appropriate chain of command to the J1 staffs in theatre to nominate up to 2 alternative personnel who would be eligible to apply for concessionary travel for the duration of their assignment. The nominated individuals should be named at the start of the assignment and remain the same throughout the assignment.

(3) Immediate Family of personnel on a temporary assignment, as defined in JSP 752 Part 2, in the FI.

(4) Other entitled personnel as listed in Paragraph 4 and 8. The latter category must prove that a named sponsor is able to provide suitable accommodation.

b. Passages between FI and Ascension Island Base (AIB)

(1) Personnel on a permanent assignment in the FI.

(2) Personnel on a permanent assignment in AIB, including their Immediate Family.

c. Passages between AIB and the UK

(1) Serving personnel on a permanent assignment in AIB and their Immediate and Close Family, as defined in JSP 752, Part 2.

(2) Immediate Family of personnel on a temporary assignment on AIB.

(3) Other entitled personnel as listed in Paragraph 4 and 8. The latter category must prove that a named sponsor is able to provide suitable accommodation. The Base Cdr must endorse applications accordingly prior to submission to the Booking Centre.

(4) Concessionary travel to the UK for all unaccompanied personnel at AIB will remain subject to the operational needs of the Base Cdr AIB.

44. Single Parents. Children of Service personnel categorised as single parent (P Stat Cat 2) iaw JSP 752, are eligible for concessionary travel. For service personnel who are P Stat Cat 2 and detached to the SAI for less than 12 months difficulties arise when children are under the age of 16 and no other eligible person exists to act as escort to meet the obligations of the MOD regarding UNMIN travel.

a. Escort of Eligible Dependent Children. A service person who is P Stat Cat 2 may have provision made for escorting of their children when under the age of 16. In the first instance, the escort will be the same individual who is responsible for the primary care of the children whilst resident in the UK in the absence of the Service Person during their tour.

b. Where there are 2 or fewer children travelling only one escort may be provided. This concession is subject to the conditions specified in current regulations about family travel at public expense (Part 2, Chapter 2, Paragraph 32d).

45. Applications procedures. See Part 2, Chapter 7 Paragraph 29.

46. Limitations and Constraints. All potential concessionary travel passengers are to be aware of the following before applying for travel:

a. There is no general accommodation for concessionary travel passengers at Mount Pleasant Airfield. Limited accommodation is available for those concessionary travel

passengers who have been sponsored and authorised iaw local procedures. Nearest alternative accommodation is at Port Stanley.

b. There is limited public transport between Port Stanley and Mount Pleasant Airfield other than that connecting with the RAF scheduled flights. Due to insurance concerns Service transport is not available to transport concessionary travel passengers. Public transport consists of a limited number of private hire vehicles not all of which operate to MPA from Stanley. There is no public bus service.

c. The Falkland Islands Government Air Service (FIGAS) does operate from Mount Pleasant Airfield but flights do not necessarily connect with RAF schedules.

d. Should concessionary travel passengers be offloaded at Ascension Island, they will be charged for messing etc. Southbound passengers could be returned to the UK on the next available flight, if circumstances dictate such action.

e. The number of concessionary travel passengers called forward for each flight will be controlled by CBFSAI and the Base Cdr AIB.

f. The MOD is not responsible for the medical care of concessionary travel passengers and they should obtain medical insurance prior to travelling on South Atlantic schedules.

CONCESSIONARY TRAVEL TO / FROM CYPRUS

47. **Responsibility.** Responsibility for the management and administration of concessionary travel for passengers to and from Cyprus lies with the Joint Booking Centre (JBC), Joint Movements Squadron (JMS), RAF Akrotiri, BFPO 57.

48. **Application Procedures.** Applications for concessionary travel to/from Cyprus are to be made on a RAF 2768 IND (Revised 02/16).

a. Applications for outward flights are to be submitted no earlier than 3 months prior to the latest date of travel.

b. Applicants are requested to inform the JBC if they want to remove their names from the waiting list. This may be done by telephone and ensures that other applicants have the best possible chance of success.

49. **Call Forward Process.** Passengers wishing to use concessionary travel to or from Cyprus are reminded that call forward for flights are normally made no earlier than 24/48 hours prior to the flight departure date by the JBC concessionary travel clerk. Passengers are to contact the JBC 24 hours before departure to confirm call forward for their flight. Passengers being called forward for a passage from the UK to Cyprus are to be aware that the JBC will commence call forwards from 0700 hours UK time. Applicants should contact the Cyprus concessionary travel clerk using the details provided in Table 1 if they have any queries.

50. **Arrival in Cyprus.** Personnel travelling to Cyprus on the concessionary travel scheme are strongly advised to contact JBC on arrival in Cyprus to confirm return seat requirement and availability, and contact details. This can be done in person or by using the telephone numbers below.

Table 1: Akrotiri Joint Air Booking Centre

Office Opening Hours: 2 hours ahead of UK time (GMT)	Monday 0645 – 1630 hrs	Tuesday – Friday 0645 - 1330 hrs
Office Contact Details:	Akrotiri Mil 94120 Ext 6741	Civil Int Code (00357) 2527 6741

51. **Card in Hand.** Cyprus is the only destination to which personnel can apply for concessionary travel card in hand. Under this scheme passengers who meet the criteria required of this chapter, may turn up at the departure airhead passenger terminal with the completed concessionary travel application forms (RAF 2768 IND (Revised 02/16) without first sending their application to JBC. Check-in staffs are to ensure that the application forms for both outward and return journeys are fully completed, correctly authorised (signed) and stamped. Passenger staffs are to inform the JBC concessionary travel clerk of any personnel loaded to the aircraft as card in hand passengers. Card in hand passengers are a lower priority than passengers who have applied and been called forward in the normal way.

Data Recording at Departure Airfields

52. To maintain an independent check on expected Concessionary travel revenues and to ensure that there is auditable data to support the calculation of MOD's third-party aviation liability insurance policy cost, Movements staff at departure airfields should complete a monthly return to the 2 Gp Business and Finance team at HQ Air Cmd, using the format set out at Annex B. Where flights serve multiple destinations (e.g. South Atlantic air bridge flights from RAF Brize Norton to Ascension Island and Mount Pleasant), separate lines in the return should be completed for passengers to each destination.

ANNEX A TO PART 2 CHAPTER 7: OVERSEAS MOVEMENTS AUTHORITIES

Abu Dhabi Defence Section British Embassy Abu Dhabi UAE BFPO 5413	Falkland Islands Joint Air Booking Centre Air Movements Flight British Forces Post Office 655
Australia Defence Attaché British High Commission Commonwealth Avenue CANBERRA Australia	United States of America OC RAF Movements Unit 23950 Wind Sock Drive Suite 1500 VA 20166 USA
Bahrain RAFLO Bahrain C/o British Embassy PO Box 114 Manama Bahrain Persian Gulf	Germany Rheindahlen Travel Centre C/o Log Spt Registry British Forces Post Office 140
Brunei OC Transport and Movements Centre BRUNEI British Forces Post Office 11	Gibraltar WO Movs Flt RAF Gibraltar British Forces Post Office 52
Canada – (St Johns) PAMD Canada (St Johns) 38 Pearson Street PO BOX 338 St Johns Newfoundland CANADA A1A 3R1	Kenya RAFLO Nairobi C/o BATLSK British Forces Post Office 10
Canada (West) - (Calgary, Edmonton & Saskatoon) OC RAF Detachment PO Box 174 Calgary International Airport ALBERTA Canada T2E 6W5	New Zealand Defence Section British High Commission 44 Hill Street PO Box 1812 WELLINGTON New Zealand
Northern Ireland OC Transport & Movs Sqn Joint Logs Wg RAF Aldergrove British Forces Post Office 808	Cyprus Concessionary Travel Clerk Joint Air Booking Centre RAF Akrotiri British Forces Post Office 57
Norway Defence Military and Air Attaché British Embassy Thomas Heffeyes Gate 8 OSLO 2 Norway	

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 8 – SCHOOL CHILDREN’S VISITS (SCV) TO PARENTS BY SCHOOL CHILDREN OF SERVICE PERSONNEL

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-8-3
2	Purpose of School Children’s Visits	2-8-3
3	Responsibility	2-8-3
4	Regulations	2-8-3
5	Air Transport	2-8-3
Entitlement		
6	Standard Entitlement	2-8-3
7	Reverse Visits	2-8-3
8	Concessionary Travel	2-8-3
Escorts		
9	Terminal / Ground Escorts	2-8-3
10	Return Escort Arrangements	2-8-4
11	In Flight Escorts (RAF Flights)	2-8-4
12	Insurance	2-8-4
13	Service Parent Escorts - Falkland Islands	2-8-4
Procedure for Application for SCVs		
14	Initial Visit	2-8-5
15	Subsequent Visits	2-8-5
16	Authorisation	2-8-5
17	Revoke of Authority	2-8-5
18	Cessation of Entitlement	2-8-5
19	Change of Circumstances	2-8-5
20	Cancelled Visits	2-8-5
21	Cancellation	2-8-5
Passage Arrangements		
22	Methods of Travel	2-8-6
23	Date of Travel Preference	2-8-6
24	Accompanied Passages	2-8-6

25	Passports	2-8-6
26	Rail Travel	2-8-6
27	Information to Sponsors in the UK	2-8-6
28	Flights booked by Service movements authorities	2-8-7
29	Other arrangements	2-8-7
30	If the head teacher is not the sponsor for a child at a boarding school	2-8-7
31	Baggage	2-8-7
32	SCV Travel with Injury or Illness	2-8-7

Movement to And from Overseas Locations

33	Movement to Overseas Areas Other Than Germany and JFC Brunssum	2-8-8
34	Provisional Bookings	2-8-8
35	Movement to and From Germany and JFC Brunssum	2-8-8
36	Commercial Air Flights	2-8-8
37	Commercial Surface Routes	2-8-8
38	Air Trooping Flights	2-8-8
39	Children Under 16 Years of Age	2-8-8

Movement to And from Cyprus

40	Movement to and From Cyprus	2-8-8
----	-----------------------------	-------

Aircraft Delays

41	Delays to Aircraft	2-8-9
----	--------------------	-------

Administration

42	Medical and Dental Treatment	2-8-9
----	------------------------------	-------

School Children's Formal Educational Visits

43	School Children's Formal Educational Visits	2-8-9
----	---	-------

Annex A: Unaccompanied Minor Form

Appendix 1 To Annex A: Mod Form 822- Unaccompanied Minor in Flight Escort Form

Annex B: Initial Application for A Child's Visit to Service Parents Overseas

Annex C: Application for All Visits to Parents Serving in the UK, The Channel Islands and The Isle of Man / Subsequent Application for Visits to Parents Serving Overseas

Annex D: Issue of Travel Tickets (Overseas Visits Only)

INTRODUCTION

1. **Introduction.** This chapter provides guidance on the entitlement, eligibility and methods of movement for those service personnel whose children may travel overseas at public expense, under the SCV provision in accordance with JSP 752, Chapter 4, Section 10. In addition, this chapter provides guidance on travel application procedures for SCV and the escorting of children when travelling as Unaccompanied Minors (UNMIN) and baggage.
2. **Purpose of School Children's Visits.** The aim of SCVs is to give financial assistance towards reuniting children of Service personnel with their parents at their assignment station during some school holidays. It is a principal condition that there will be a Parental Contribution (PC) made towards all SCVs.
3. **Responsibility.** The provision of such arrangements does not in itself involve the MOD in any responsibility or liability nor may any of the provisions of these regulations, regardless of whether or not public funding is involved, be construed as absolving Service personnel of their individual or parental responsibilities or liabilities.
4. **Regulations.** Further details on SCVs are contained in JSP 752 (Tri-Service Regulations for Expenses and Allowances).
5. **Air Transport.** As detailed in JSP 752, where commercial is available, children are to travel via commercial air for SCVs. Mil AT should only be used when there is no commercial air option available.

ENTITLEMENT

6. **Standard Entitlement.** The entitlement is as follows:
 - a. Children who are eligible for SCVs will be eligible to 6 return visits, or 12 single journeys at public expense per academic year.
 - b. SVC entitlement ceases on completion of the academic year in which the child's 18th birthday falls. Any exemptions above and beyond this must be individually authorised by SPVA PACCC.
7. **Reverse Visits.** If for reasons of the child's welfare or for educational purposes it is preferable for a parent to join the child, whether in the UK, or overseas if so located, a visit may be authorised as a concession in lieu of one of the SCVs against each eligible child of the family. For the journey to/from the UK the parent should travel by AT or MOD charter aircraft where available but, for those not on AT or MOD Charter routes the normal official Service method of travel is to apply. Applications must be made on F/Mov/562/SCVe, suitably amended to meet the circumstances. Service personnel who make reverse travel journeys are to be regarded as being on leave during the whole period of absence from their permanent duty station. Parents undertaking reverse visits from overseas are advised to establish the effect on their LOA entitlement (see JSP 752 Chapter 6) before committing themselves to the visit. Under no circumstances can this paragraph be used to support post-visit claims or cases of dispute for SCV entitlements.
8. **Concessionary Travel.** For regulations regarding entitlement to concessionary travel see Chapter 7.

ESCORTS

9. **Terminal / Ground Escorts.** The MOD and civil airlines require that minors are escorted to and from RAF Stations, civil airports or air terminals at the beginning and end of flights as follows:

a. **RAF Flights:**

(1) **For a Child aged 7 to 12 years of Age.** The child(ren) is to be escorted to the Check-in desk at the departure airfield and handed over to the in-flight escort once the child has been checked-in. If required, the Terminal/Ground Escort is responsible for travel to any transit hotel where overnight accommodation is provided. Escorts are to remain at the air terminal until the departure of the flight. Accommodation may be provided for the escort at repayment rates. Children who are 7 to 12 years are to be met by escorts on arrival at the movements desk and escorted to their destination. When a flight arrives in the evening, free overnight transit accommodation at the deplaning airfield may be provided for the child, with accommodation provided for the escort on repayment.

b. **Civilian Airlines:**

(1) **For a Child aged 7 to 12 years of Age.** The child(ren) is to be escorted to the civil airline check-in desk at the departure airport. The Unescorted Minor (UNMINS) service should be employed for children between 7 and 12 years of age within the SCV contract. Movements representatives are to ensure that the correct paperwork pertaining to the specific civil carrier is completed for all UNMIN moves. Where the UNMINS service is not available, escorts are to remain within the airport until the departure of the flight (some airlines require the escorts to remain within the airport until 30 minutes after the departure). Children between 7 and 12 years are to be met by escorts on arrival at a point designated by the airline and escorted to their destination. The UNMIN service covers in flight escorts as well as terminal/ground escorts.

(2) **Children Aged Over 12 but Under 16 Years of Age.** These children may, on their parent's authority, travel unescorted unless otherwise stated by the airline. Otherwise at the specific request of the parents the same procedures listed in Part 2, Chapter 8 Paragraph 8b(1) shall apply.

c. It is the responsibility of the parent to ensure that they and their children act in accordance with any rules and regulations the airline may impose on their customers.

10. **Return Escort Arrangements.** Similarly, parents are responsible for escort arrangements for the return journey to the child's school or home in the UK. In all cases the MOD Form 822 - MOD Unaccompanied Minor Form must be completed. An example of this form and its notes for use are at Annex A.

11. **In Flight Escorts (RAF Flights).** Parents are responsible for the provision of in-flight escorts when they are required and no arrangements for travel or accommodation at public expense will be made for them (see Part 2, Chapter 8 Paragraph 08 for Terminal/Ground Escorts). Specific guidelines for RAF Air Transport (AT) and MOD full / part charter flights are detailed in Part 2, Chapter 5 of this volume.

12. **Insurance.** Where parents by private agreement arrange for one of their number to meet and escort a party of children, the escort is advised to ensure that the nominated parent holds adequate insurance to cover any liability which may arise from any incident; this applies even when the escorting costs are met from public funds. Personnel who have a world-wide personal effects/household insurance policy which includes a Personal Liability section should satisfy themselves that the latter covers escorting minors overseas. In all other circumstances personnel are advised to consult an insurance broker.

13. **Service Parent Escorts - Falkland Islands.** Due to the unique twin characteristics in the Falkland Islands of isolation and the reliance on RAF AT for transport to and from theatre, a special provision has been granted to allow parents serving in a married accompanied post in theatre to be

granted Z4 status to allow one of them to travel to and from the UK to accompany their children (under the age of 16 years) when they are undertaking their entitled SCVs. If they are escorting their children when they are travelling as Z4 (e.g. when they have exhausted their annual SCV entitlement), the parent will also have to travel Z4. This provides them with a higher priority but does not guarantee a seat should a duty passenger require it. Application for and 'management of' this special provision is to be in accordance with local orders. The details of the Z Code policy are contained in Part 2, Chapter 7.

PROCEDURE FOR APPLICATION FOR SCVS

14. **Initial Visit.** The following instructions apply:

- a. An application in the form of Annex B, with an F/Mov/564/SCVe must be submitted by the Service person to their unit at least three months before the outward passage is required. The period is four months for personnel serving in Germany. Personnel posted overseas (including UKSC) who are still in UK should submit their applications to their new unit.
- b. Attachés, advisers and their staffs are to submit applications to the Defence Attaché or Senior Attaché in post, which will be the approving authority.
- c. Service personnel who are widow(er)s, divorced or legally separated or have a dissolved civil partnership but with care and control of children of the marriage / civil partnership where the child(ren) is/are not normally resident with the non-Service spouse / civil partner, are required to provide documentary evidence in support of applications for children who are subject of a Court Order.

15. **Subsequent Visits.** Applications on an F/Mov/562/SCVe are to be submitted at least 3 months in advance of the outward passage.

16. **Authorisation.** When the CO of the unit has verified and approved the entitlement of the applicant to a SCV, the Service person may be authorised to make a booking of the passage by forwarding F/Mov/562/SCV to the relevant booking centre who will issue air travel authorisation for AT flights, or E-tickets for civil flights. For rail journeys refer to Chapter 16 Defence Travel and use of EBIS.

17. **Revoke of Authority.** Authority may be revoked if it is later found that entitlement did not exist, or if due to a change in circumstances it ceased to exist between the date of signature and the child's visit. Any public funds expended in these circumstances may be recovered from the applicant.

18. **Cessation of Entitlement.** Where an applicant ceases to be entitled within 28 days of the child's intended visit, unless the change of circumstances makes the visit impracticable, the SCV is to be allowed.

19. **Change of Circumstances.** If the change of circumstances is known more than 28 days before the intended travel and the change alters the entitlement, the visit is to be cancelled. However, where exceptional hardship is involved, the case is to be referred to the JPAC Pay and Allowances Casework Cell (JPAC PACC).

20. **Cancelled Visits.** When a visit is cancelled, ships and units are responsible for the cancellation of any railway travel warrants or for the recovery of tickets when warrants have already been exchanged and their return to the appropriate Service authority (see Annex D).

21. **Cancellation.** On cancellation, if the journey was to have been undertaken wholly or partly under official arrangements, the appropriate Service movements authority is to be informed. The parent is responsible for cancellation of a booking made with the appropriate booking centre or civil airline concerned.

PASSAGE ARRANGEMENTS

22. **Methods of Travel.** Travel to Germany and JFC Brunssum is primarily conducted under commercial contract arrangements. Travel to Cyprus will be by commercial air, unless no viable option is available, the Mil AT should be used. Travel to the Falkland Islands (inc Ascension Island) will be by ATF flights when available. Travel to other stations overseas or between mainland UK and Northern Ireland or the Scottish Islands will be by civil scheduled air services and is to be by the most economical means. Travel to and from airports will be as set out in paragraphs 4 to 8 of Annex D.

23. **Date of Travel Preference.** Provision is made on the FMov562 (SCV)e to identify a first choice date of travel as well as a second alternative date of travel. Applicants are to ensure that both preferences are made. Whilst every effort will be made to book the first choice date, where this is not available within the entitled class of travel the second, or nearest alternative date will be booked. Parents/guardians are to ensure that they are prepared to make provision for children's accommodation in such circumstances where the first date of travel is unavailable, at their own expense in accordance with the regulations contained in JSP 752 at Chapter 4, Section 12, and Chapter 9, Section 1.

24. **Accompanied Passages.** When SCVs are permitted and the children's parents are also due to travel to/from the overseas permanent duty station at the same time, passages for the children to accompany their parents will be arranged whenever possible, but special arrangements cannot be made for the family movements to coincide with school holidays. Where a child accompanies his/her parent(s) the following procedures are to apply:

a. Outward Accompanied Passage when Coinciding with SCVs. The child's passage is to count as the outward leg of the SCV and is subject to verification of entitlement. The particulars of the child are to be included in the application for the family's passage and annotated 'SCV'. The Service parent is also to apply for the return journey for the SCV in the normal way to the overseas ship, unit or command, which will make the booking with the overseas travel authorities.

b. Homeward Accompanied Passage when Coinciding with SCVs. If the Service parent wishes the child(ren) to accompany either or both parents when they return to the UK, the Service parent is to state this on the application for the SCV. The Service parent's unit or ship overseas is to make provision for the child(ren)'s single journey from UK to the station overseas in the normal way. The application form is then to be annotated to this effect and forwarded to command movements for a return passage to be arranged and for the issue of any necessary warrants for the child(ren) to accompany the family.

25. **Passports.** Parents are responsible for ensuring that their children are provided with valid passports, visas as necessary and international medical certificates, when required. Parents should apply to their units for initial passports and those requiring renewal. On no account should passports be sent to UK guardians or sponsors with travel documents.

26. **Rail Travel.** Attention is drawn to Annex D, which gives guidance for rail travel and particularly for the necessity to provide the student certificate for all travel where this is appropriate, even in cases where the child is accompanying the parent/parents either on the outward or homeward leg of the SCV.

27. **Information to Sponsors in the UK.** The parents are responsible for the child(ren)'s welfare and shall nominate a responsible person resident in the UK (such as head teacher of the child(ren)'s school), hereafter referred to as the sponsor, to make all necessary arrangements for the conveyance of the child to and from the point of departure for overseas. The parent shall be responsible for seeing that all necessary documents and full details of the travel involved are sent to the sponsor in the UK and that the latter is aware of their responsibilities regarding arrangements for the visit.

28. **Flights booked by Service movements authorities**, documents sent to the sponsor may include:

- a. E ticket or air travel authorisation. This will include flight details and joining instructions.
- b. Rail ticket booking references, when applicable and if requested, for the journey from the school or home to the airport in the UK.
- c. Completed 'Unaccompanied Minors' Form (3 copies), when necessary (see Part 2 Chapter 8 Paragraphs 10 and Annex A). (Note: Completion of this form in the first instance is the responsibility of the parent or sponsor at the time the application is submitted).

29. **Other arrangements** which will have to be made with the sponsor may include:

- a. Escort arrangements (see Part 2, Chapter 8 Paragraphs 08 - 13).
- b. Any cash required for the journey.
- c. Ensuring that baggage is within the allowance for the journey (see Part 2, Chapter 8 Paragraph 30).
- d. Documentation for the journey (tickets, passports, visas, etc).

30. **If the head teacher is not the sponsor for a child at a boarding school**, they should nevertheless be kept informed of the arrangements being made for the SCV.

31. **Baggage.** Unless otherwise advised, children will be allowed 20 kg of accompanied hold baggage on ATF flights and charter flights plus 9 kg of hand baggage. For scheduled air services children are restricted to the free air baggage allowance allocated by the commercial airline (normally 23 kg). Personnel should check rates at time of booking with the booking centre or direct with the airline prior to departure (see Part 2, Chapter 6 Paragraph 14). E-ticket information should be checked prior to departure. An excess baggage allowance of up-to 8 kg to accommodate school books only may be requested at the time of booking. Failure to book excess baggage at time of booking will mean that costs may not be reclaimed after the journey has been undertaken. The MOD will bear the costs of excess baggage up-to a total accompanied hold baggage allowance of 28 kg. Applications for accompanied baggage in excess of 28 kg may be made but the costs will be payable by the parents and not by the MOD on either ATF or commercial flights. There is no entitlement to unaccompanied baggage for SCVs. Children will be subject to the normal customs examination at airports and ports.

32. **SCV Travel with Injury or Illness.** SCV travel will be conducted in the most economic method within the Class 3 travel entitlement. Parents are advised that the AECC will not ordinarily support the requirement for a medical escort outbound from the UK to temporary locations. For commercial air travel parents should refer to the policy guidelines at Part 2, Chapter 5 Paragraph 43c. Parents are advised to ensure that arrangements are in place iaw JSP 752 Chapter 9 Section 1 should a child not be fit to fly during an authorised period of absence from the school.

a. **Requests for HCS.** Allocation of HCS will only be considered within the parameters of that criteria identified in Part 2, Chapter 5 Paragraph 43 where the AECC will, if necessary, provide an assessment on the need for HCS.

b. **Parental Escort.** Should a parent feel it necessary to accompany a child in the event of medical intervention, applications for journeys that fall outside of the entitlement contained within the JSP 752, or which do not fall within the criteria for Compassionate travel, should be made via their Unit HR to the JPACC for consideration and authorisation.

MOVEMENT TO AND FROM OVERSEAS LOCATIONS

33. **Movement to Overseas Areas Other Than Germany and JFC Brunssum.** In areas not served by a Service Booking Office, or where local arrangements do not exist, SCV passages will be booked by the Families Section, MSS Div. All booking agencies are to ensure that all aspects of the entitlement have been checked before any passengers are booked at public expense. Also, where they exist, Defence Travel Business Travel Discounted Fare agreements are to be utilised for SCVs.

34. **Provisional Bookings.** Provisional bookings should be made at least three months in advance.

35. **Movement to and From Germany and JFC Brunssum.** Travel to Germany and JFC Brunssum is primarily conducted under commercial contract arrangements. The relevant Service authority is HQ UKSC, with the booking office at UKMLS Bielefeld (24 Regt RLC) for parents based in these locations.

36. **Commercial Air Flights.** Commercial flights must be used for SCVs when they provide a viable option. When commercial air is not an option, the trooping flights may be used, with due consideration to the Unaccompanied Minor (UNMIN) policy. Commercial air flights may be arranged under the instructions in this Section for visits by schoolchildren to parents stationed in Belgium and Holland (excluding JFC Brunssum) and for visits to Germany and JFC Brunssum by children at school or living in Scotland, the Isle of Man, the Channel Islands, Northern Ireland and the Irish Republic. In these cases, Service parents should make their booking before submission of F/Mov/562(SCV) and attach a slip showing the child's date of birth and flight bookings. Stations within HQ UKSC will forward tickets for approved passages to the parent. If commercial air is not a viable option and the child moves by AT the instructions in Part 2, Chapter 8 Paragraph 38 will apply.

37. **Commercial Surface Routes.** Travel by the appropriate commercial surface routes may be authorised for children where they are medically unfit to travel by air or where exceptional extenuating circumstances exist. Where authorised, total reimbursement may be limited to the cost of a passage by the authorised method of travel as outlined in JSP 752 and all extant reimbursement limitations and personal contributions will remain applicable. In all cases prior authorisation must be obtained from SPVA PACCC (casework is to be submitted in accordance with Annex A to Sect 1 of Chap 1 of JSP 752). All cases involving medical. In all cases the parent is responsible for making all the arrangements for the journey however where available and appropriate the necessary warrants must be issued by the Service authority concerned.

38. **Air Trooping Flights.** Parents wishing to make use of the AT flights may do so, within entitlements. Bookings should be made via the UKMLS Bielefeld.

39. **Children Under 16 Years of Age.** Children under 16 years may only report to the airport if they are escorted by a parent or guardian who will remain with and be responsible for them until they board the aeroplane, and will also be responsible for taking the child at their own expense to a diversion airfield should this be necessary. Call forward instructions will, if necessary, designate any changes to the foregoing procedures, e.g. change of airline, terminal departure airfield etc.

MOVEMENT TO AND FROM CYPRUS

40. **Movement to and From Cyprus.** Commercial flights must be used for SCVs when they provide a viable option. When commercial air is not an option, the trooping flights may be used, with due consideration to the Unaccompanied Minor (UNMIN) policy.

AIRCRAFT DELAYS

41. Delays to Aircraft:

a. **AT Flights.** If aircraft are delayed over two hours, children will be given appropriate meals free of charge. If the delay is in UK and involves an overnight stop, children may be accommodated and fed under Service arrangements free of charge, or under private arrangements at the escort's or parent's expense in which case no refund of expense is admissible. Overnight accommodation necessitated by an aircraft delay in Germany will not normally be provided under Service arrangements. In these circumstances additional return rail warrants from the airport to the child's home may be issued by the movements staff if they are required. If a UK or Germany flight is diverted children will normally be moved by the movement authorities from the diversion airfield to the scheduled airfield of arrival. Free meals and accommodation are not to be provided for escorts or parents either in the UK or Germany. Movements staff will advise parents or escorts of delays as soon as possible and will notify revised flight timings as soon as they are known.

b. **Commercial Flights.** Parents should acquaint themselves with the company's regulations governing delays to their aircraft.

ADMINISTRATION

42. **Medical and Dental Treatment.** Parents are to ensure that any dental treatment required by their child(ren) is completed before a visit. A child granted an SCV passage under the terms of these regulations will, however, be eligible for urgent medical and dental treatment at public expense during the visit, under current regulations.

SCHOOL CHILDREN'S FORMAL EDUCATIONAL VISITS

43. The travel by Service children on formal educational visits is detailed in Part 2, Chapter 2 Paragraph 38.

INTENTIONALLY BLANK

ANNEX A TO PART 2 CHAPTER 8: UNACCOMPANIED MINOR FORM

1. The MOD Form 822: Ministry of Defence Unaccompanied Minor Form is currently used for provision of escorts to and from airports. A similar form is used by British Airways and other commercial airlines and charter flight operators. Care in completion facilitates the task of the airlines staff and movements staff especially at times of aircraft delays, railway strikes and similar occurrences.
2. It is particularly important that the correct address of the school and its telephone number are shown on forms for UK-bound movement.
3. Overseas Booking Centres will issue the appropriate unaccompanied minor forms to parents of children under 16 when they issue the air travel authorisation. A copy of the MOD Form 822 plus the notes for the escorting of unaccompanied minors are at Appendix 1 to this Chapter.
4. Unaccompanied Minors must be escorted to the departure airhead and handed over to the movements staff at the check-in desk and completed MOD Form 822 handed to the Movements Staff.

Note: For Charter/Part Charter Flights, the carrier may wish to use their own UNMIN documentation. Movements Staff at the departure airfield are to check and confirm which documentation is required and are to ensure all agencies involved at the destination airfield are briefed accordingly.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

APPENDIX 1 TO ANNEX A TO PART 2 CHAPTER 8: MOD FORM 822- UNACCOMPANIED MINOR IN FLIGHT ESCORT FORM

This form is to be used in conjunction with the F/Mov562 (when applicable), and is to be completed and copied to the departure airfield.

MOD Form
822

Section A: To be completed in all cases

Full Name of Child:	Age:	Date:
Flight No:	From:	To:

IN FLIGHT ESCORT DETAILS

Section B: To be completed for children aged between 7 and 12 years of age. **An escort may be any person aged 18 years or over (or sibling over 16 years).**

Is Cabin Crew Escort Required YES/NO*	Name of Escort if nominated by parent:	Tel No:
Address:	I confirm that I have been briefed on my duties and responsibilities as in-flight escort to the above named child Signature of Escort _____	Nominated by Parent/Guardian* Movements Staff* <i>*Delete as applicable</i>

Section C: Departure Drop Off / Destination Collection (to be completed in all cases by the parent / guardian)

This Child will be collected at the destination airfield by (Insert name):	Telephone Number:
This Child will be collected at the destination airfield by (Inset name):	Telephone Number:

Section D: To be completed by Parent/Guardian if child has special requirements

Any special requirements [e.g: wheelchair etc]:

Section E: Declaration of Parents or Guardian

<p>1. I confirm that I have arranged/been unable to arrange* for the above-mentioned child to be escorted during the flight by the person named. I understand that the Ministry of Defence reserves the right to take whatever action it considers necessary to ensure the child's safe custody and maintenance. Such action may include refusing passage to the child, and I undertake to pay the reasonable expenses of such action.</p> <p>2. I understand that the Company/Ministry of Defence, its personnel and agents are not liable for loss, damage or expenses which occur as a result of the child's travel. I further understand that the child's travel is governed by the terms of JSP 800.</p> <p><i>*Delete as applicable</i></p>

Name of Parent/Guardian: [in BLOCK LETTERS]			Unit Address:
Signature:	Date:	Tel No [Work]:	Tel No [Home]:

**Delete as applicable*

Section F: Declaration by Movements Staff at Destination Airfield - I acknowledge arrival of the above named child off of the flight

Signature:	Name/Rank (BLOCK LETTERS):	Date
------------	----------------------------	------

UNCONTROLLED COPY WHEN PRINTED

NOTES FOR THE CARRIAGE OF UNACCOMPANIED MINORS

These notes should be sent out to parents by booking offices when completing the booking of Unaccompanied Minors to RAF Air Transport flights, inc charter flights. A copy of these notes is also to be handed by check-in staff to all passengers acting as escorts for minors (children under the age of sixteen) on RAF Air Transport Flights whether appointed by their parent/guardian or as a result of requests for volunteers at the airhead. Volunteer escorts are to read these notes prior to accepting escorting responsibilities. General guidance for Unescorted Minors travel are found in JSP 800 Vol 2, Passenger Travel Instructions, Part 2 Chapter 5.

IN THE FIRST INSTANCE, IT IS THE RESPONSIBILITY OF THE PARENTS TO PROVIDE AN IN-FLIGHT ESCORT FROM THE PASSENGER COMPLEMENT. IF PARENTS ARE UNABLE TO FIND AN IN-FLIGHT ESCORT THEY SHOULD INFORM THEIR BOOKING OFFICE. PARENTS SHOULD ALWAYS PROVIDE A GROUND/TERMINAL ESCORT FOR THEIR CHILDREN.

WHERE POSSIBLE BOOKING OFFICES WILL ARRANGE FOR THE AIRLINE TO PROVIDE AN IN-FLIGHT ESCORT FROM THE CABIN CREW COMPLEMENT. UNMINS TRAVELLING AS CONCESSIONARY TRAVEL PASSENGERS MAY NOT BE ENTITLED TO CABIN CREW ESCORTING – PLEASE CHECK WITH THE BOOKING OFFICE.

All children aged between 7 and 12 years of age travelling on RAF Air Transport flights, or charter flights arranged through DSCOM, must be escorted by an individual of at least eighteen years of age. For most children the escort will be a fellow passenger who has been pre-nominated by the parent/guardian. The escort will be given a copy of the In-Flight Escort Form, to confirm their responsibilities. In the case of a diversion, the escort is to inform the family of the details and maintain responsibility for the child(ren).

The Movements staff will introduce the escort to the child, and will also identify the escort and child to the aircraft cabin staff. Parents or guardians, or nominated ground/terminal escorts, should remain with the child until passengers are called forward to the Departure Lounge prior to boarding, and are to remain at the airfield until the departure of the aircraft.

An escort may not be responsible for more than 2 minors.

IN-FLIGHT ESCORT DUTIES

You are responsible for the child's general welfare in the departure lounge, in flight and during arrival procedures. At the destination airhead, you will hand the child over to the nominated parent/guardian meeting him/her or, in their absence, to a member of the Air Movements passenger staff.

In the departure terminal, you are to stay with the minor at all times and ensure that they respond appropriately to all announcements. When called for the flight you are to ensure that the minor is presented correctly for boarding.

It is practice to seat escorts next to the minor that they are escorting. When on board the aircraft, the responsibility for the minor lies with the Cabin staff however, you are to ensure that the cabin crew are aware of whom you are escorting and that all reasonable care is provided for his/her welfare.

In the unlikely case of diversion en-route you are to remain with the minor to ensure, in liaison with the aircraft crew, that all reasonable care is taken to look after him/her. This may mean sharing accommodation with the minor. You are to remind the cabin crew that you are accompanying the child and are required to call the family at public expense. You are to ring the child's family to inform them of the child's circumstances and whereabouts.

At the arrival terminal you are to assist the minor with their baggage collection and remain with them through customs and immigration clearance until you hand over the minor to the nominated parent/guardian meeting the child or, exceptionally, the local movements staff. Any difficulties that you encounter should be reported to the local RAF Movements Staff or a member of the aircraft crew, who will assist you.

In the event of any claim of negligence against you, provided you have acted reasonably to protect the interests of the child and have acted in accordance with the terms of these guidance notes, the Ministry of Defence will fully indemnify your actions.

UNCONTROLLED COPY WHEN PRINTED

ANNEX B TO PART 2 CHAPTER 8: INITIAL APPLICATION FOR A CHILD'S VISIT TO SERVICE PARENTS OVERSEAS

Number	Ranking/rating	Name and initials	
Regt/Corps/Trade/Branch/Department (<i>NOT applicable to RN Personal officers/ratings Status Category</i>)			
Full address of units/ships/dept at which serving and to which assigned if making an advance bid:			
Tel No:			
When did/will you leave UK to start your overseas tour?			
When will your overseas tour end? (Enter MONTH and YEAR):			
What leave travel to the UK (or duty visit extended by leave) have you had during the past 12 months? FROM			
		To	
		No	Yes
Full Name		Sex	Date of Birth
Name and address of school:		Date visit required	
Tel No:		From:	
		To:	
Rail Journey booked via EBIS		Airport Coach from the European Division West London Air Terminal	
<p>* My child will/will not be accompanying me/my spouse/civil partner on the outward journey of a family passage.</p> <p>* My child will/will not be accompanying me/my spouse/civil partner on the return journey of a family passage.</p> <p>* The child came to the command under family passage rules at public expense on: <input type="text"/></p> <p>*The child is to join me at my station overseas under defence passage rules on: <input type="text"/></p> <p>The child returned to UK on an anticipated passage at public (private) expense on: <input type="text"/></p> <p>The above statements are correct. I have read JSP 800, Volume 2, Part 2, Chapter 9 governing the Grant of children's free visits and I have an entitlement to the passage now applied for.</p> <p>Applicant's Signature _____ Date _____</p> <p>Authorising Officer's Signature _____ Date _____</p>			

The particulars given above have been verified and an entitlement to a visit exists under current rules. Authority is given for a *SEA CIVIL CHARTER passage.

OFFICIAL STAMP

Signature _____

Rank _____

Date _____

UNCONTROLLED COPY WHEN PRINTED

ANNEX C TO PART 2 CHAPTER 8: APPLICATION FOR ALL VISITS TO PARENTS SERVING IN THE UK, THE CHANNEL ISLANDS AND THE ISLE OF MAN / SUBSEQUENT APPLICATION FOR VISITS TO PARENTS SERVING OVERSEAS

Number:		Rank/Rating:		Name and Initials:	
Regt/Corps/Trade/Branch/Department (NOT applicable to RN Personnel)					
Full address of unit/ship/dept at which serving				Tel No:	
Particulars of eligible children					
Surname					
Forenames					
Sex					
Date of Birth					
Date Of Visit		From			
		To			
Rail Bookings		From			
		To a			
		To b			
		From			

Enter in b the destination or the return journey if different from the original point of departure.

Applicants' Certificate

The above entries are correct, I have read JSP 800 Volume 2 Part 2, Chapter 9 governing the grant of children's free visits and I have an entitlement to the passage(s) now applied for. I agree to pay the parental contribution (if appropriate).

There has been no change in my or my child(ren)'s personal circumstances since I completed the initial Application for a Child's Free Visit and the statements made therein still apply (overseas only).

Date: _____

Signature: _____

Authorizing Officer

The particulars given above have been verified and an entitlement to a visit exists under current rules. Authority is given for a * SEA CIVIL CHARTER passage.

OFFICIAL STAMP

Signature: _____

Rank: _____ Date: _____

*See Part 2, Chapter 8 Paragraphs 33 and 34

INTENTIONALLY BLANK

ANNEX D TO PART 2 CHAPTER 8: ISSUE OF TRAVEL TICKETS (OVERSEAS VISITS ONLY)

1. The following instructions apply to the issue of civil air tickets where passages are to be arranged by a British airline and to the issue of authorisation of a rail journey for all journeys between a child's school or home and the airport or assembly point in the UK. Any British airline may be used subject to such flights being undertaken by the cheapest fare available on the day of travel consistent with the requirement to fulfil booking instructions and the need to meet the individual requirements of the children concerned. These instructions also apply in general if children are to travel by independent British civil airlines in the circumstances mentioned in Part 2, Chapter 9 Paragraph 25 of this chapter.

2. The issue of civil air tickets/e tickets is to be subject to the following conditions:

a. Except as stated below, when a student fare is applicable, a civil air ticket is not to be issued until the parent produces a British airline certificate of eligibility, signed by the head of the child's school, showing that the child is receiving full-time education. These certificates must be presented to the airline agencies when application is made for issue of passage tickets. Student certificates are not required for journeys to USA or wholly within Europe, as defined in IATA Regulations. For visits within these areas (excluding the USA) a 'youth fare' is obtainable by young people between the ages of 12 and 21 years, inclusive, provided that the civil air travel ticket is completed in accordance with paragraph 3.

b. Where the air passage is for a child at a school overseas and the cost of the passage exceeds the cost of a passage from the UK to the station overseas, the difference in cost is to be paid by the parent to the unit accounting officer before the issue of the civil air travel ticket.

c. Unused or partly used airline tickets are to be returned immediately by the Service parent to their approving authority which is to arrange for refund action to be taken in accordance with the latest issued instructions. A Service parent who fails to return an unused ticket may be required to refund the cost to the department.

d. Particulars of tickets for SCV to RN and RM personnel overseas and of cancellations are always to be included in reports made under The Queen's Regulations for the Royal Navy, Paragraph 1714.

Surface Travel Warrants

3. Normally a parent may be authorised to arrange for one standard class rail journey covering the return journey from the child's school or home in UK to the appropriate airport railway station for connection with the coach service provided by the airlines for the airfield. In the interests of the child(ren) it is important that units should note, however, that for rail or sea journeys involving travel to and from the Irish Republic and the Isle of Man two, sometimes three separate rail journeys may be required. If the child is returning to a different destination after the visit overseas, two single rail journeys may be authorised and arranged. Journeys by rail and sea travel may be arranged to cover visits of those children authorised to travel by surface routes. Details on ticketing and booking can be found in Part 4.

Refund of Costs for Terminal Travel in the UK

4. Terminal travel costs to and from the point of arrival/departure within the UK for actual coach, taxi and air fares school owned or provided transport, private car journeys (at MMA at CLR) and any congestion charges are refundable within the cost of the rebated rail fare for the same journey. Applications for costs should be made in accordance with the appropriate tri-service instruction. The parental contribution will be debited against the full journey costs.

5. Travel by rail will be restricted to standard class. When a journey includes a sea voyage, first class travel will be permitted only in ships sailing between Great Britain and the Irish Republic. Warrants for such journeys, if applicable, are to be annotated 'First Class Travel on Ship' on the front of the form.

6. The instructions in paragraph 2c of this Annex also apply to unused railway tickets which are to be forwarded, together with an explanation of the circumstances, direct to MOD, Director General of Defence Accounts, Acs(Bills)P2 Misc, Wilberforce House, Liverpool L2 7PX. It is essential to return the unused ticket/s as quickly as possible.

Travel from Overseas Airports

7. **Service Arrangements.** Children will be conveyed between the civil airfield or terminal overseas and the Service parents' permanent duty station at public expense under command arrangements. Motor mileage allowances (MMA) for these journeys will only be admissible when Service provided transport is not available. Parents who choose not to use the service provided transport will not be eligible to claim MMA.

8. **Private Arrangements.** Where no officially arranged transport is available and where travel by rail would involve a long or difficult journey, the following options in respect of travel to and from the civil airfield or terminal overseas and the parents' place of residence are admissible, either:

- a. One return rail/air ticket per child from the airport to the parents' place of residence, or
- b. MMA at CLR in respect of travel by the child, up to the cost of one return rail / air ticket. (The passenger rate of MMA may be paid in respect of any additional children carried when that child / those children is / are also on a SCV outward or return journey), or
- c. Full costs of hired road transport up to the cost which would have been incurred on rail/air tickets if the children had travelled by rail/air.

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 9 – TRAVEL ARRANGEMENTS FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (SEN)

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-9-2
Additional Travel Entitlements For Children With Special Educational Needs		
2	Special Travel Entitlement	2-9-2
3	Enquiries	2-9-2
4	Refund of Additional Travel Expenses	2-9-2
5	Reimbursement of Costs	2-9-3
6	Claims	2-9-3
Parental Travel		
7	Parental Escorting of Severely Impaired Children	2-9-3
8	Parental Visits to Children who are Unable to Travel	2-9-4
9	Admission to Special Schools in the UK	2-9-4
10	Case Conference in UK	2-9-4
Arrangements For Accompanying Service Children With Special Needs		
11	Between UK Airport / Terminal and Overseas Airport / Terminal	2-9-4

Annex A: Procedure For Refund Of Expenses For Children With Special Needs

Annex B: Notes For Accompanying Passengers

List Of Tables

Table	Title	Page
31	Special Educational Needs (SEN) Codes	2-9-B-1

INTRODUCTION

1. **Introduction.** Chapter 9 details the guidance specific to the travel and entitlements of children with Special Educational Needs, and the travel and entitlements for parents of such children in order to provide assistance where necessary. This chapter should be read in conjunction with Chapter 8, Visits To Parents By School Children Of Service Personnel, in order to comply with the current regulations with regard to SCV and the carriage of UNMINs.

ADDITIONAL TRAVEL ENTITLEMENTS FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

2. **Special Travel Entitlement.** Additional travel entitlements in relation to children with special educational needs exist to help Service parents serving overseas with some of the additional travel related expenses incurred by virtue of the child's needs. The entitlement exists only if:

- a. Arrangements were made, or previously agreed, by the Children's Education Advisory Service (CEAS).
- b. The child is registered with CEAS as having special educational needs.
- c. The child is eligible for School Children's Visits (SCVs) under the terms of Chapter 9.

3. **Enquiries.** Enquiries concerning travel and related arrangements for children with special educational needs should be addressed to:

Children's Education Advisory Service
Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE
Tel: Mil: (9)4344 8244, Civ: 01980 618244
Fax: Mil: (9)4344 8245, Civ 01980 618245

4. **Refund of Additional Travel Expenses.** The following additional travel expenses may be refunded:

- a. For each of the SCVs authorised under the terms of Chapter 8:
 - (1) The costs of the fares and fees of the escort for the return journey between the residential school and the UK point of departure.
 - (2) The costs of the fares of a parent for the return journey between the overseas air terminal and the duty station.

Note: Travel between the overseas air terminal and the duty station for both parent and child will normally be provided free of charge under Command arrangements.
- b. For one additional overseas visit per annum normally to be taken at half-term, assuming that the main SCVs are used for travel in the holidays between each term:
 - (1) The cost of the fares of the child for the return journey between the residential school and the duty station overseas.
 - (a) Heads of families are to utilise air trooping charter flights at pre-payment rates whenever possible.
 - (2) As per Part 2, Chapter 9 Sub-Paragraph 04a(1).
 - (3) As per Part 2, Chapter 9 Sub-Paragraph 04a(2).

c. For each of the two remaining half-term holidays, the following expenses may be refunded:

(1) The cost of fares and fees of the escort between the residential school and the UK guardian or UK point of departure. The travel costs of the child are NOT refundable.

d. For parents who are unable to take advantage of the additional overseas visit in Part 2, Chapter 9 Sub Paragraph 04(b) but who are able to arrange accommodation with the UK guardian, the following expenses may be refunded:

(1) The cost of fares and fees of the escort between the residential school and the UK guardian.

(2) The cost of the return fare for the child between the residential school and the UK guardian.

e. In exceptional circumstances, where parents are unable to arrange half-term accommodation with UK guardians or relatives as in Part 2, Chapter 9 Sub Paragraph 04c or 04d, the following expenses may be refunded:

(1) The cost of the special accommodation in an appropriate establishment.

(2) The cost of fares and fees of the escort between the residential school and the special holiday accommodation.

(3) The cost of the return fare for the child between the residential school and the special holiday accommodation.

Note: Facilities for special accommodation are scarce and extremely expensive and will only be sanctioned in exceptional circumstances, e.g. the sudden illness or death of the sole UK relative or guardian.

5. **Reimbursement of Costs.** The reimbursement of costs under Part 2 Chapter 9 Paragraph 2.9.04b can only be claimed when the child visits its parents overseas. This concession cannot be claimed for a reverse visit to the UK for a parent to see the child. (See also Part 2, Chapter 9 Paragraph 08).

6. **Claims.** Claims are restricted to the refund of actual expenses incurred, supported where possible by receipted bills. Motor Mileage Allowance (MMA) is not admissible, only the costs of petrol and oil used. Details of accounting procedures and methods of claiming the grant are shown at Annex A.

PARENTAL TRAVEL

7. **Parental Escorting of Severely Impaired Children.** An air passage at public expense may be authorised for one of the parents to escort the child on each of the three annual SCVs and the additional half term visit entitlement (see Part 2, Chapter 9 Paragraph 04b), i.e. two return flights for the parent for each school holiday. The child concerned must be classified as "severely impaired but mobile" by CEAS in consultation with Service medical authorities. As a guide, a severely impaired child might be defined as one who is incapable of looking after himself / herself in the various stages of a journey and/or who might, by virtue of his / her condition, endanger the safety of an aircraft or cause unreasonable inconvenience to other passengers unless closely and individually supervised by the parent. A case for travel by these parents will be considered on application to CEAS.

8. **Parental Visits to Children who are Unable to Travel.** In cases where a child's SEN are such that he/she is unable to travel, parents may be entitled to visit the child in the UK under the terms of JSP 752 Chapter 4 Section 12.

9. **Admission to Special Schools in the UK.** A Service parent and child stationed overseas may be granted travel at public expense to and from the UK for a child with special educational needs to attend an interview or assessment at a special school or any other establishment catering for children with special educational needs on the recommendation of the appropriate Services medical authority in the overseas command in consultation with CEAS, or by CEAS if there are no medical issues. This concession will apply only in respect of a child whose special educational needs are first assessed during the overseas posting and who has been subsequently registered with CEAS.

10. **Case Conference in UK.** A parent of a child receiving special education in the UK may be granted travel at public expense to and from the UK when his or her presence at a case conference is considered necessary by CEAS.

ARRANGEMENTS FOR ACCOMPANYING SERVICE CHILDREN WITH SPECIAL NEEDS

11. **Between UK Airport / Terminal and Overseas Airport / Terminal.** Service children with special needs are normally escorted between UK boarding schools and the UK point of departure.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX A TO PART 2 CHAPTER 9: PROCEDURE FOR REFUND OF EXPENSES FOR CHILDREN WITH SPECIAL NEEDS

1. All claims are to be submitted to CEAS for authorisation before payments are made.
2. For arrangements made by CEAS, CEAS will arrange payment.
3. For arrangements made by parents previously agreed by CEAS:
 - a. Heads of families submit claims supported by receipts where possible, to CEAS, who will check the claim and convert the amounts involved into sterling at the Government Accounting Rate (GAR).
4. CEAS is to authorise payment, endorse claim form and forward to JPAC for payment.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX B TO PART 2 CHAPTER 9: NOTES FOR ACCOMPANYING PASSENGERS

- 1. Background.** Service children with Special Education Needs (SEN) who are registered with the Children's Education Advisory Service (CEAS) and who are aged 16 or over may travel on aircraft as arranged by MOD in order to spend main holidays and possibly half term with parents serving overseas. Only those children considered able to cope with routine travel are allocated to such aircraft*. As a courtesy, other passengers are invited to accompany children with SEN on flights such as this. This is merely to prevent the child from missing an announcement or getting lost and, if necessary, to advise Movement or Airline staff that the child needs some assistance.
- 2. Special Needs Codes.** For your information and for the purpose of this flight, we have listed some broad descriptions of the type of SEN that may apply to a child you have been requested to accompany - see Table 1 for list of SEN codes.
- 3. Assistance.** There is no duty requirement involved in your agreement to accompany this child. All we would wish you to do is, to ensure that all announcements are complied with and that if there is any requirement for assistance you advise the Airline or Movements staff quickly.
- 4. Destination.** When you arrive at your destination airfield and you have deplaned, please make yourself known to a member of the Movements staff who will take the child you have accompanied into their care. Thank you for your assistance which you may be assured is much appreciated by Movements staff and parents.

Note: This escorting system does not include those children with severe conditions or impairments for which travel is arranged on special aeromed flights.

Table 1: Special Educational Needs (SEN) Codes

CODE	DEFINITION
SEN/1	Learning Difficulties
SEN/2	Severe Learning Difficulties
SEN/3	Visual Impairment
SEN/4	Hearing Impairment
SEN/5	Medical Condition E.G. Epilepsy (Controlled By Medication)
SEN/6	Physical Disability
SEN/7	Language / Communication Difficulties
SEN/8	Behavioural Difficulties
Example: A female child with a visual impairment and partial hearing, aged 12, would be listed as: 1 CHD F 12 SEN/3/4	

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 10 – DANGEROUS GOODS AND PRIVATE FIREARMS - CARRIAGE BY AIR PASSENGERS

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-10-1
2	Background	2-10-1
3	Objectives	2-10-2
Regulatory Authority		
4	Regulations for the Carriage of Dangerous Goods (DG) and Sporting Ammunition	2-10-2
5	Civil Air	2-10-2
Dangerous Goods		
6	Regulations	2-10-2
7	Operator's Approval	2-10-2
8	Further Restrictions	2-10-2
Service Arms		
9	As Hold Baggage	2-10-3
Privately Owned Firearms		
10	Conditions of Carriage	2-10-3
11	Civilian Travel	2-10-3
12	Enquiries	2-10-3
13	Further Information	2-10-3

INTRODUCTION

1. **Introduction.** Chapter 10 provides a brief over-view and points of reference with regard to the regulations concerning Dangerous Goods (DG) and the carriage of private firearms. Personnel who require further information should refer to the Dangerous Goods Manual, JSP 800 Vol 3 Pt 2 Leaflet 7 and the Regulatory Authorities identified below.

2. **Background.** There have been many reported incidents involving passengers who have carried dangerous goods on their person or in their baggage when travelling by air. Some of these have led to fatalities on civilian aircraft. Potential dangers are often not realised by, or known to the passenger. Dangers range from the risk of rapid corrosion of the aircraft floor caused by

mercury leaking from a broken thermometer, to the risk of fire caused by matches packed in baggage.

3. **Objectives.** The objectives of this chapter are:

- a. To emphasise the importance of MOD Regulations relating to the carriage of dangerous goods, which includes sporting ammunition, by passengers and to provide a brief summary.
- b. To state the regulations for the carriage of private firearms.

REGULATORY AUTHORITY

4. **Regulations for the Carriage of Dangerous Goods (DG) and Sporting Ammunition.** The regulations for the carriage of DG and sporting ammunition by passengers travelling on all Service flights is contained in the current edition of the International Air Transport Association (IATA) Dangerous Goods (DG) Regulations, 'DG carried by Passengers or Crew' at Section 2. These regulations govern the carriage of dangerous articles on RAF air transport or MOD chartered aircraft and the Dangerous Goods Manual

5. **Civil Air.** If carriage of private firearms or sporting ammunition is intended to be carried when travelling on a civil air ticket, passengers must consult the appropriate Service Booking Centre and the airline concerned for further advice.

DANGEROUS GOODS

6. **All relevant information on DG** is now held in the Dangerous Goods Manual which can be found on the Defence Safety Authority's website, under MTSR / Dangerous Goods (linked [HERE](#)).

SERVICE ARMS

7. **As Hold Baggage.** When carried by air as normal hold baggage, personal weapons are to be packed in weapon holdalls (normally in bundles of five) or wrapped in Hessian. Care must be taken to prevent damage to weapons. Weapons are to be accounted for in accordance with single service regulations and are to be escorted (unless receipted by the movements staff) throughout their movement, including during loading, unloading and monitoring at en-route stops.

PRIVATELY OWNED FIREARMS

8. **Conditions of Carriage.** Privately owned sporting firearms and shotguns are permitted to be carried as part of the accompanied baggage of passengers travelling on RAF air transport and MOD chartered aircraft, subject to the rules at Sub-Paragraphs a – I below. The remarks below concerning firearms certificates, import and export licenses etc will be generally applicable:

- a. They are not to be packed in unaccompanied baggage or carried about the person.
- b. The owner is responsible for obtaining a valid firearms/shotgun certificate and/or export/import licence, for production to the Customs authorities and RAF movements staff at the departure and arrival airfields.
- c. Firearms are to be packed for carriage in a suitable correctly labelled container e.g. canvas bag or shotgun case, and are to be unloaded and, if possible, in a dismantled condition. Ammunition is to be carried in accordance with the IATA DG Regulations contained in Section 2.
- d. Firearms and shotguns are to be declared and presented separately to RAF movements staff from all other baggage, at the departure airfield.

e. After customs clearance, the weapon is to be handed over to RAF movements staff or charter company representative for separate stowage aboard the aircraft. In no circumstances are they to be packed in unaccompanied baggage or carried about the person

f. The weight of firearms carried is to be within the owner's total accompanied baggage allowance.

g. The owner is responsible for arranging the disposal of any weapon if carriage by air is refused due to non-compliance with the above conditions.

h. All items are to be correctly labelled with the owner's name and destination address.

i. The MOD will not be liable for any loss, damage or expense incurred by the weapon once it is handed to RAF movements staff or the charter company.

9. **Civilian Travel.** For the carriage of private firearms by civil airline, refer to the airline concerned.

10. **Enquiries.** For journeys commencing in the UK, enquiries regarding licensing regulations should be made to either the Export Licensing Branch at the address indicated below or, for journey commencing abroad, to the customs authorities of the appropriate country: The Department of Trade and Industry, 1 Victoria Street, London, SW1H 0BT, Tel: 020-7215-8070. Website: www.dti.gov.uk/export.control.

11. **Further Information** on the carriage of private fire arms can be found in JSP 800, Vol 3, Leaflet 7.

INTENTIONALLY BLANK

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 11 – CONTROL AND CLEARANCE OF PERSONS AND ARTICLES ENTERING OR LEAVING THE UNITED KINGDOM

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-11-2
Definitions		
2	Definitions	2-11-2
General Instructions		
3	General	2-11-3
4	Service Airfields	2-11-3
5	Service Aircraft	2-11-3
6	Service and Service Sponsored Passengers	2-11-3
7	HM Revenue and Customs Authority	2-11-3
8	Other Regulations	2-11-3
Control Procedure at Military Airfields		
9	Notice	2-11-3
10	Inward Flights	2-11-4
11	Commanding Officer's Responsibility	2-11-4
12	Authorisation	2-11-4
13	Searches	2-11-4
14	Detention	2-11-4
15	Co-operation with Authorities	2-11-4
Control Procedure at Designated Civil Customs Airports		
16	Control Procedure at Designated Civil Customs Airports	2-11-5
Emergency Landings at Unmanned Airfields or In Open Country		
17	Emergency Landings at Unmanned Airfields or In Open Country	2-11-5
Concession Export of Duty Free Liquor and Tobacco on Service Aircraft		
18	Facilities	2-11-5
19	Authority for The Export of Any Items	2-11-5

20	Applications	2-11-5
21	Customs Authority Numbers	2-11-6

Security Exercises

22	Security Exercises	2-11-6
----	--------------------	--------

Control Procedure at Parachute Dropping Zones

23	Control Procedure at Parachute Dropping Zones	2-11-6
----	---	--------

Notification of Non-EU Nationals to Immigration Officers

24	Legal requirement	2-11-6
25	Captain's Obligations	2-11-6
26	RAF Flights	2-11-6
27	Staff Briefings	2-11-6
28	Air Movements Officers' Responsibilities	2-11-7

Annex A: Military Airfields

Annex B: List of Approved Identity Documents

Annex C: Notification of Non-EU Nationals to HM Immigration Officers - Information Required

INTRODUCTION

1. **Introduction.** Chapter 11 provides a summary of information regarding Immigration and Customs for those personnel responsible for the processing of passengers and freight both inbound and outbound from military airfields and other military operating locations. Responsibilities and authority of personnel in the absence of UKBA officials are detailed including those actions required for the notification of non-EU Nationals to Immigration Officers by Movements Staffs.

DEFINITIONS

2. **Definitions.** For this chapter the following definitions apply:

- a. 'Service aircraft' include Naval, Army and Air Force aircraft of all nations and any aircraft commanded by a person in Naval, Military, or Air Force Service, detailed for such command.
- b. 'United Kingdom (UK)' means Great Britain, Northern Ireland, the Isle of Man and all territorial waters.
- c. 'Military airfield' applies to any of the RN, Army or RAF airfields listed in Annex A.
- d. 'Entry means entry by air into the UK and such entry is deemed to have been made when an aircraft arriving from abroad makes first ground or water contact in the UK.
- e. 'Exit' means exit by air from the UK and such exit is deemed to have been made when an aircraft finally leaves the UK with the object of proceeding to a place abroad.

- f. 'Dropping zone (DZ)' means a site within a military training area agreed for a specific drop of parachutists who have embarked at an airfield outside the UK.

GENERAL INSTRUCTIONS

3. **General.** All persons entering or leaving the UK must comply with the laws relating to customs, immigration, currency and public health; members of HM Forces, however, are not subject to the same immigration regulations as civilians.
4. **Service Airfields.** The distinction between authorised and unauthorised Service airfields has been abolished by HM Revenue and Customs. Customs may, however, where appropriate, grant local customs approval to a series of regular movements on a 'blanket' basis over a period. HQ RAF Police Customs Liaison Cell and MOD (Naval Law & Conditions Division) will negotiate such periodic approvals with Customs, e.g. annually, and they will also be responsible for filtering any proposed international movements other than diversions or emergency landings not thus authorised. Once a flight has been authorised the commanding officer or his nominated deputy will be responsible for keeping the nominated HM Revenue & Customs officer informed of revised timings, etc. Any queries regarding control proceedings should initially be referred to:
- a. HQ RAF Police Customs Liaison Cell, Tel No (01462) 851515 Ext 8214 in respect of RAF airfields and NCHQ.
 - b. Logistics Division on 02392 625809 for RN Air Stations. Specific requirements for RN movements are also covered in BR1990, Customs and Immigration Regulations for the Royal Navy.
 - c. Units not listed at Annex A should also direct any enquiries to the above departments.
5. **Service Aircraft.** Service aircraft making first entry must do so at a military airfield or designated civil customs airport (except in the circumstances mentioned in Part 2, Chapter 11 Paragraph 17). Routing instructions must be made accordingly. In the case of American Service aircraft, requests to use RAF airfields for inbound flights are first to be referred to DOE HQ Third Air Force, Mildenhall for formal approval.
6. **Service and Service Sponsored Passengers.** All Service and Service-sponsored passengers must have in their possession the appropriate identity documents specified in Annex B.
7. **HM Revenue and Customs Authority.** No currency, baggage (including valuables), parcels freight or mail (except sealed, diplomatic or urgent government mail) is to be embarked on an aircraft departing finally for abroad or removed from an airfield after importation without the authority of an officer of HM Revenue and Customs. There is no provision under this chapter for the commercial import of animals, plants etc into military airfields. Aircraft carrying such cargo destined for commercial importation are to clear customs at a designated customs airport.
8. **Other Regulations.** The regulations concerning:
- a. Indulgence freight by air is contained in JSP 800, Volume 3, Movement of Material.
 - b. Civil flying at MOD airfields is contained in JSP 360. MOD airfields are not available for use by civil aircraft arriving from or departing for abroad, except as authorised therein.

CONTROL PROCEDURE AT MILITARY AIRFIELDS

9. **Notice.** In Part 2, Chapter 11 Paragraph 04 the procedure for obtaining authorisation of international flights is given and it is stressed that HM Revenue and Customs officials need as much notice as possible of all impending arrivals and departures. In the absence of indulgence

freight attendance at outward flights will be at the custom officers' discretion. For inward flights, when working crew only are concerned, attendance of a customs officer will normally be on an ad hoc basis. If the customs officer attends the commanding officer must ensure that all crew, passengers, baggage and freight are brought before the officer for clearance. The RAF medical authorities will also be responsible for the application of public health regulations in accordance with the provisions of Part 2, Chapter 13 of this volume.

10. **Inward Flights.** Inward passenger flights will inevitably require and will usually be attended by a customs officer who is empowered to act as an immigration officer, but in his absence, or if he notifies the commanding officer of his inability to attend to immigration matters, the commanding officer or his nominated deputy is responsible for notifying the nearest immigration inspector of all passengers other than British Service personnel and is to comply with any instructions given by the immigration inspector.

11. **Commanding Officer's Responsibility.** When an officer of HM Revenue and Customs is unable to visit the station, it becomes the Commanding Officer's responsibility to ensure that all control procedures are complied with. This will normally be under the auspices of the Service police, and is to include surprise searches of aircraft, persons or freight. (See also Paragraphs 11 - 13). It is also his responsibility to see that a properly completed customs declarations are made on the appropriate forms and forwarded to the customs officer. Ideally the declarations should be completed before disembarkation. The captain of the aircraft is to sign the certificate at the foot of the form after ensuring that it is completed in full by all members of the aircraft's crew and passengers. Information regarding the appropriate Forms can be obtained from Fleet-Cap Logs Spt CS SO2, Portsmouth for NAS or any Movements Section at the relevant airfield for the RAF. Supplies of Forms should be obtained from DSDA Bicester, Forms & Publications.

12. **Authorisation.** The Commissioners of HM Revenue and Customs, in exercise of their powers pursuant of Section 8 of the Customs and Excise Management Act 1979, may authorise commanding officers, Service police and such other officers, warrant officers and non-commissioned officers as the CO shall nominate to search:

- a. Any aircraft, freight, personal baggage or premises for undeclared dutiable goods and any prohibited articles; they are also authorised to detain any goods or articles liable to forfeiture.
- b. Any persons reasonably suspected of carrying dutiable goods on which the duty has not been paid or secured or goods subject to prohibition or restriction on importation or exportation, subject to the proviso that the person to be searched may require to be taken before a Justice of the Peace, or a superior of the Officer concerned, who shall consider the grounds for suspicion and direct accordingly whether the search is made (the appropriate Revenue and Customs Officer is to be consulted if this is possible).

13. **Searches.** The actual search may be delegated to other Service personnel (usually Service police) but the search must be supervised by an officer or NCO to whom the power to search has been delegated by the commissioners of HM Revenue and Customs under the Customs and Excise Management Act 1979. Officers should be searched by officers; other personnel by warrant officers or NCOs, civilians by officers, warrant officers or NCOs; women must be searched only by women.

14. **Detention.** The person delegated under the Act also have power to detain all persons for any offence under the Act if an offence, or what seems prima facie to be an offence, has been committed. The appropriate Revenue and Customs officer must be notified of any person or goods so detained and detained goods must be handed over to the custody of the Revenue and Customs officer as soon as possible.

15. **Co-operation with Authorities.** It is obviously desirable that Commanding Officers should work in friendly co-operation with customs authorities. To this end the customs officer or

departments concerned will arrange for their local officers to communicate their addresses and telephone numbers and, when possible, to visit airfields from time to time. Additionally, at each military airfield used for foreign flights there is to be a formal, local Memorandum of Arrangements between the local customs officials and the commanding officer governing the arrangements for international aircraft movements, including passengers and freight, and specifying the facilities to be provided, which are to be adequate for clearing passengers and crew.

CONTROL PROCEDURE AT DESIGNATED CIVIL CUSTOMS AIRPORTS

16. The captain of a Service aircraft, immediately on landing at, or before departure from a civil customs airport, is to report to the Revenue and Customs, and Immigration authorities and the health authorities.

EMERGENCY LANDINGS AT UNMANNED AIRFIELDS OR IN OPEN COUNTRY

17. If an aircraft flying to or from abroad is compelled by navigational reasons, accident, stress of weather or other unavoidable cause, to land at an unmanned airfield in the open country, the captain of the aircraft is immediately to report the landing to an officer of HM Revenue and Customs or the civil police. Except when necessary for reasons of health, safety or the preservation of life or property, no goods may be unloaded and passengers or crews may not leave the immediate vicinity of the aircraft without customs or police permission.

CONCESSION EXPORT OF DUTY FREE LIQUOR AND TOBACCO ON SERVICE AIRCRAFT

18. **Facilities.** Facilities are provided at the discretion of the customs authorities for the concessionary export of duty free liquor and tobacco by RN, RM, Army or RAF units proceeding overseas on detachments, but only for their own consumption whilst abroad or to return hospitality in the host country. HM Revenue and Customs in exercising this discretion are unlikely to react favourably to requests for small detachments proceeding abroad from non-customs airfields because of the economic considerations in sending a customs officer to the departure airfield. Items exported under this concession may not be re-imported into the UK, and requirements should therefore be assessed as accurately as possible. This privilege is granted only where there are no suitable facilities at the destination abroad.

19. **Authority for the export of any items**, it must be emphasised that RN air stations, British Army airfields or RAF airfields have no authority for the export of any items and that facilities, where granted, are purely a concession.

20. **Applications.** Units which need to avail themselves of this privilege and are travelling by RAF aircraft are required to make application to Customs Liaison Cell, Defence Flying Complaints, HQ RAF Police, RAF Henlow, SG16 6DN. Units travelling by RN aircraft should apply to MOD, NS Division, MOD Main Building, Whitehall, London SW1A 2HB. Application in writing should reach the appropriate address at least five working days in advance of the intended date of departure, and should include the following details:

- a. Flight number and airfield of departure (bonded goods may only be loaded at the 'Exit' airfield as defined in Part 2, Chapter 11 Sub Paragraph 02e).
- b. Number of personnel involved.
- c. Date of departure.
- d. Full description of bonded goods for export (a copy of the order to the supplier is most suitable).
- e. Name and address of intended suppliers.

- f. Nature of duty or reason for flight.

21. **Customs Authority Numbers.** Provided HM Revenue and Customs are agreeable to the request, which will be passed to them by either NS Division or HQ RAF Police, a customs authority number will be allocated authorising the export. This authorisation will be notified to the supplier, who will then be in a position to make final arrangements with the unit concerned for the goods to be delivered under bond, to the 'Exit' airfield.

SECURITY EXERCISES

22. Military airfields occasionally hold security exercises during which time customs officers may be required to show passes or be subject to other security checks. Effective security is, of course, in the wide national interest and may even be of immediate concern to the customs officer. Customs officials have therefore been instructed to co-operate fully with all reasonable security measures at military airfields.

CONTROL PROCEDURE AT PARACHUTE DROPPING ZONES

23. Control procedures at parachute dropping zones are by special arrangement. Headquarters and units requiring these procedures are to make applications to HQ RAF Police who will make the necessary arrangements and liaise directly with HM Revenue and Customs.

NOTIFICATION OF NON- EU NATIONALS TO IMMIGRATION OFFICERS

24. **Legal requirement.** There is a legal requirement, under the Immigration Act 1971, that each flight from outside of the Common Travel Area (CTA) (GB, Ireland and Channel Islands)), which arrives in UK is pre-notified to the arrival airfield, in order that all immigration, and some security checks can be carried out on arriving passengers.

25. **Captain's Obligations.** Under the Immigration (Particulars of Passengers and Crew) Order 1972 as amended, it is the obligation of the Captain of the aircraft arriving in the UK from outside the CTA, if required by an Immigration Officer, to furnish a list of names, dates of birth, and nationalities of all passengers and crew, before departure of the aircraft to any UK non-designated airfield. The Immigration Officers (IOs) may only invoke this legal requirement, in its totality, on private aircraft arriving at any of their airfields, with the ultimate sanction of the flight being refused PPR, if the details are not provided.

26. **RAF Flights.** On RAF flights however, the IOs only demand the names etc, of the Non-EU nationals on board, (who require 'leave to enter' the UK) in order that the IOs know that they have got to be in attendance for such flights. Therefore, it is imperative to notify Load Control/Movements Staff at the final destination airfield and all airfields on route of Nil Returns of Non-EU pax, in order that the Duty IO is informed accordingly. For arrival airfields other than Brize Norton, the departure airfield movements staffs are to ensure that the relevant IO for the arrival airfield is informed. This regulation applies to the UK and Overseas Airfields when they are loading non-EU passengers for Cyprus (RAF Akrotiri).

27. **Staff Briefings.** It is important that the passenger check-in and load control staffs serving in overseas locations are briefed on their obligations under the Immigration legislation, which now includes the Immigration Act 2000 (Carriers Liability). The MoD is required by law, under paragraphs 27 and 27B of Schedule 2 to the Immigration Act 1971 and the Immigration and Police (Passenger, Crew and Service Information) Order 2008 (SI 2008/5) to provide passenger, crew and service information on flights which carry civilian passengers and or crew. Failure to comply with the Carriers Liability Act, could result in the RAF/MOD being fined for each inadmissible passenger it carries to the UK (this also affects Surface Travel). Examples of this could be someone landing in UK without a valid passport, or no visa.

28. **Air Movements Officers' Responsibilities.** SAMOs/DAMOs and OC Air Mov Dets world-wide are to stress the importance of these requirements to their personnel, which if ignored could result in the RAF/MOD being fined, or the aircraft being temporarily refused until the passenger details are provided. SAMOs/DAMOs/RAFLOs and OC Air Mov Dets are to make arrangements that Non-EU pax information, including nil returns on Non-EU Pax, becomes a routine part of the departure signal and that the information as detailed in Annex C, is sent to the arrival airfield.

UNCONTROLLED COPY WHEN PRINTED

ANNEX A TO PART 2 CHAPTER 11: MILITARY AIRFIELDS

Aldergrove	Fairford	Northolt
Barkston Heath	Honington	Odiham
Benson	Kinloss	Portland (Helicopter Station)
Boscombe Down	Lakenheath	Scampton
Brize Norton	Lee-on-Solent	Shawbury
Chivenor	Leeming	St Athan
Church Fenton	Leuchars	St Mawgan
Coningsby	Linton-on-Ouse	Valley
Cottesmore	Lossiemouth	Waddington
Cranwell	Manston	Wattisham
Culdrose	Marham	Wittering
Dalton Barracks	Mildenhall	Yeovilton

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX B TO PART 2 CHAPTER 11: LIST OF APPROVED IDENTITY DOCUMENTS

Ser	Category	Identity Document	Remarks
1	Joint Service	MOD Form 90 and Passports	Tri-Service Identity Card
2	Royal Navy (Including Royal Marines) All ranks (male and female)	Navy Form S1511 and Passports	Naval Identity card
3	Army All ranks (male and female)	MOD Form 90 and Passports	Military Identity card
4	Royal Air Force (Including Princess Mary's Royal Air Force Nursing Service) All ranks (male and female)	RAF Form 1250 or MOD Form 90 and Passports	RAF Identity card
5	Civilians	Passport	

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX C TO PART 2 CHAPTER 11: NOTIFICATION OF NON- EU NATIONALS TO HM IMMIGRATION OFFICERS - INFORMATION REQUIRED

If you are a non-EU National travelling to UK* on an MOD Flight you are to complete this Proforma and supply the following information to HM Immigration to facilitate your entry into the UK:

Ser	Information Required	Reply (please complete all lines in BLOCK CAPITALS)
1	Full Name	
2	Date of Birth	
3	Nationality	
4	Passport Number	
5	Passport Expiry Date	
6	Reason for Visit to UK	
7	Length of Stay In UK	
8	Address In UK	
9	Military or Civilian	
10	Visa Details (If Required for Entry to UK)	
11	Inbound Flight Details	

Note:

*This Proforma is also to be used when Non-EU Pax travel from UK and overseas destinations to Cyprus (RAF Akrotiri).

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 12 – HM REVENUE & CUSTOMS - TEMPORARY ADMISSION REGULATIONS

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-12-1
Temporary Visitors		
2	Definition	2-12-1
3	Personal Effects	2-12-1
Personal Effects		
4	Customs Declaration	2-12-2
5	Further Information	2-12-2
6	Private Motor Vehicles	2-12-2
Payment for Duty And / Or VAT		
7	Payment for Duty And / Or VAT	2-12-2

INTRODUCTION

1. **Introduction.** Chapter 12 provides a summary of information required by personnel who may find it necessary or choose to import goods when travelling to the EU from an assigned location elsewhere overseas for duty purposes.

TEMPORARY VISITORS

2. **Definition.** Personnel who usually live outside the EU and who, on entering the EU do not intend to make the EU their normal home, (e.g. those on leave in the UK during a tour abroad or in transit in the EU between stations abroad) are defined for Customs purposes as Temporary Visitors.

3. **Personal Effects.** Temporary Visitors may import personal effects free of Customs charges, provided they are:

- a. Kept in the EU for no more than 24 months.
- b. Intended solely for the visitors' own use and are not sold, lent, hired out or otherwise disposed of, in the EU.
- c. Re-exported either when the visitor leaves the EU, or before they have been in the EU for more than 24 months, whichever happens first.

PERSONAL EFFECTS

4. **Customs Declaration.** Personal effects less than 10,000 Euros (except for firearms or ammunition) do not need a formal Customs declaration. For personal effects more than 10,000 Euros in value or firearms or ammunition, a Customs declaration on form C88 must be completed using Customs Procedure Code 53 00 D04 or 53 00 003 if they are liable to VAT only. Security for personal effects more than €10,000 in value will be required for customs charges that will be relieved.

a. No formal Customs declaration for re-export will be required for personal effects that did not require a formal customs declaration at import.

b. For personal effects that required a Customs declaration on form C88, a re-export declaration using form C88 will be required using CPC 31 53 000. This evidence of re-export must be sent immediately to:

HMRC National Temporary Admission Section (NTAS), Custom House, Furness Quay, Salford, M50 3XN., Tel 0161 261 7211/12).

c. Any security required at import will be repaid / discharged when NTAS have received the evidence of re-export.

5. **For further information** personnel can call the HMRC VAT, Excise & Customs helpline on 0845 010 9000. Personnel can also refer to HMRC Public Notice 200, this is available on line at www.hmrc.gov.uk.

6. **Private Motor Vehicles.** Separate service instructions exist covering temporary importation of private motor vehicles.

PAYMENT FOR DUTY AND / OR VAT

7. If payment of customs charges is required but personnel dispute the payment requested, repayment or remission of those charges may, subject to certain conditions, be applied for using form C285. For further details personnel should refer to HMRC Public Notice 199 or call the HMRC VAT, Excise & Customs helpline on 0845 010 9000.

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 13 – JOINT SERVICE AND MOD CIVILIAN HEALTH - REQUIREMENTS FOR OVERSEAS TRAVEL

CONTENTS

Para	Contents	Page
1	Introduction	2-13-1
2	Vaccination and Health Advice	2-13-1
4	Referral for Vaccination and Health Advice	2-13-1
5	Vaccination Requirements	2-13-2
6	Additional Vaccination Requirements	2-13-2
7	Transit Passengers	2-13-2
8	Advice	2-13-2
9	Protection Against Malaria	2-13-2
10	International Sanitary Regulations	2-13-2
11	Liability to Meet Local Vaccination Requirements	2-13-3
12	Concessionary Movement	2-13-3
13	Health Control	2-13-3
14	Medical Treatment Authorisation – UK Government Personnel Visiting The USA	2-13-3

Annex A: Medical Exemption Certificate

Annex B: MTAL Template

Annex C: FAQs On Medical Treatment in the USA

INTRODUCTION

1. Chapter 13 provides a summary of the details regarding the vaccination and malarial requirements for overseas travel. In addition, this chapter advises readers of whom they should refer to for further guidance on medical issues. Information on the requirements to carry an MTAL during official travel to the USA is also provided.

VACCINATION AND HEALTH ADVICE

2. Service personnel, civilian MOD personnel and their dependants who are required to proceed abroad are offered vaccination and health advice to protect them against recognised disease risks during travel, temporary duty visits, and on taking up residence overseas. In addition, some countries require travellers to produce valid international certificates of vaccination against Yellow Fever. These requirements may, unless satisfied, constitute a total bar to entry.

3. MOD Medical Centres are available to give advice on the vaccinations that are recommended for specific overseas travel and residence. Vaccination advice is published in Surgeon General's Policy Letters and the JSP 311. In addition, the Defence Passenger Reservation Centre has a list of recommended vaccinations for the common countries where MOD

personnel and their dependants travel to. The UK National Travel Health Network and Centre (NaTHNac) provides general advice to travellers (www.nathnac.org).

REFERRAL FOR VACCINATION AND HEALTH ADVICE

4. Commanders are to ensure that entitled personnel are referred to the medical officer at least twelve weeks before the departure date. If there is less than twelve weeks warning of an intended move, the medical officer is to be contacted at once. This allows time for vaccination courses to be completed. Responsibility for providing the advice on which vaccinations are required rests with the appropriate Service and is to be provided by the medical authorities. Advice is to be sought through the chain of command. In addition, medical centres will provide health advice tailored to individual needs.

VACCINATION REQUIREMENTS

5. Travellers should check with medical authorities in advance for the current advice on vaccination and other health requirements. Acceptance of the vaccinations is voluntary, but refusal of specific vaccinations recommended for entry to certain countries may have serious consequences. When international certificates of vaccination against Yellow Fever are required for entry to a country, failure to produce the appropriate certificate does not of necessity constitute a bar to travel at public expense, but may lead to serious inconvenience, such as quarantine at the airport for several days, additional expenses or refusal of entry at destination. If there are medical contra-indications to Yellow Fever, the traveller must be in possession of a medical certificate of exemption. A specimen copy of this certificate is shown at Annex A.

ADDITIONAL VACCINATION REQUIREMENTS

6. An outbreak of communicable disease at the area of departure or en-route may result in additional vaccination requirements being stipulated. Medical authorities will give advice on any additional vaccination requirements.

TRANSIT PASSENGERS

7. As a rule no international certificate of vaccination against Yellow Fever is required for passengers that, when transiting a country, where Yellow Fever is endemic, do not leave the transit airport. However, passengers who leave a transit airport en-route to their final destination may be required to produce a certificate on entry to their final destination.

ADVICE

8. Information on vaccination requirements for overseas travel may be obtained from or through the appropriate single Service or civilian medical authority, who will also advise on associated health considerations.

PROTECTION AGAINST MALARIA

9. It is essential that malaria prophylaxis is taken when visiting, staying in or in transit through malarious areas. Advice is available from single Service or civilian authorities on the importance of personal protective measures, but it is emphasised that chemoprophylaxis must be taken for a further four weeks (one week if Malarone® has been used) on return to a non-malarious area such as the United Kingdom.

INTERNATIONAL SANITARY REGULATIONS

10. Passengers who are travelling at public expense and have refused or have been refused vaccinations required under the provisions of International Sanitary Regulations, are to be made aware of the health control measures which can be imposed by local health authorities of the

countries through which they stage or the country of destination. A passenger who does not possess the requisite international certificates of vaccination may be:

- a. Offered the vaccinations required.
- b. Placed under surveillance.
- c. Quarantined in isolation.

LIABILITY TO MEET LOCAL VACCINATION REQUIREMENTS

11. Personnel are to be clearly advised to comply with the stipulated vaccination requirements to avoid unnecessary risk of distress or inconvenience to themselves or their families. Due account must be taken however, of any medical advice when vaccinations may be contra-indicated, e.g. yellow fever vaccinations during pregnancy. UK Service authorities cannot intervene if local authorities impose additional vaccination requirements. The only exception is where it can be demonstrated that there was justifiable cause for not being vaccinated (e.g. the production of a valid medical certificate). In any event, the individual may be held fully liable for payment of any costs incurred by public funds arising from these exceptional circumstances.

CONCESSIONARY MOVEMENT

12. Individuals who have been granted passage on concession terms are to possess the requisite international certificates of vaccination or medical certificate. The Movements Authority is empowered to waive this requirement only in respect of those who are compelled to travel at short notice for urgent reasons, i.e. compassionate. Passengers who are travelling on concession terms and who do not possess the requisite international certificates of vaccination are to be made aware of the relevant health control considerations. They are to be informed that they will be held fully liable for any expenses arising from action subsequently taken by local health authorities.

HEALTH CONTROL

13. The health control of arrivals in UK at civilian airports is the responsibility of the civilian medical authorities. At RAF airfields, this responsibility is delegated to RAF medical authorities.

MEDICAL TREATMENT AUTHORISATION – UK GOVERNMENT PERSONNEL VISITING THE USA

14. All MOD passengers entering the USA on duty are to have a Medical Treatment Authorisation letter (MTAL) amongst their travel documents. The MTAL certifies that the holder is a British Government Official on temporary duty in the USA and confirms that should the Official need emergency medical treatment during their stay in the USA, the cost will be met by the MOD in the UK, on receipt of a bill from the hospital concerned together with a copy of the letter. A copy of the letter which is sponsored by British Defence Staff (Washington) is at Annex B and some FAQs with their answers are at Annex C.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX A TO PART 2 CHAPTER 13: MEDICAL EXEMPTION CERTIFICATE

MEDICAL IN CONFIDENCE

Medical Certificate of Exemption from Yellow Fever Vaccination

This is to certify that:

Forename(s):

Surname (in block capitals):

Date of Birth:Sex:

has NOT been vaccinated by me against Yellow Fever for the reasons indicated:

Reasons for not vaccinating*

Pregnancy
Under nine months of age
(other reasons - specify)

*Delete as appropriate

.....
.....

(Doctor's Signature)

(Medical qualifications)

(Date)

Vaccination Centre stamp

MEDICAL IN CONFIDENCE

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX B TO PART 2 CHAPTER 13: MTAL TEMPLATE



BRITISH DEFENCE STAFF (WASHINGTON)

British Embassy 3100 Massachusetts Avenue NW

Washington DC 20008-3688 USA

Telephone: 1 202 588 6868 (select option 1)

To Whom It May Concern

Our reference: MIL/US

MEDICAL TREATMENT AUTHORISATION – UK GOVERNMENT PERSONNEL VISITING THE USA

This letter is to certify that is a British Government Official on temporary duty in the USA from // to // .

His/her passport number is xxxx and his/her signature is provided below to provide confirmation of identity. Should this official require emergency medical treatment during his/her stay in the USA, the cost thereof will be met by the Ministry of Defence in the United Kingdom, on receipt of an account for services rendered from the hospital concerned together with a copy of this letter. Any bills must be sent to the Budget Manager at the following address:

Tel: (+44)

Signature of Government Official:

Signature of Budget Manager:

Date: //

Should urgent assistance be required to clarify identity in an emergency or to aid an official in distress, the British Embassy, British Defence Staff should be contacted on 1-202-588-6868 (select option 1).

INSTRUCTIONS FOR COMPLETION OF MEDICAL TREATMENT AUTHORISATION LETTER (MTAL)

Travel Cell for visitor to fill in name in first paragraph of passenger travelling to USA, then e-mail letter to passenger.

Passenger to complete passport details and dates of official visit and e-mail MTAL to Budget Manager.

Budget Manager to complete their details and official address at Paragraph 2, then sign and date at "Signature of Budget Manager".

Budget Manager to return MTAL to passenger.

Passenger to sign at Signature of Government Official and keep with relevant travel itinerary details.

Passenger - Please note that the US practices Private Medicine and that the MTAL is MOD's promise to pay. There is no pre-existing contract between MOD and US medical facilities that guarantees medical treatment without payment by the patient. However, Emergency Rooms (ER) in US hospitals are obliged to provide treatment then seek a means of payment and many US medical facilities accept the MTAL without problems. This is not the case for private medical facilities advertised as "24 Hours Emergency Care" or "Urgent Care", many of whom have a policy of "pay as you go" for these services. If practical, it is advisable to confirm before arrival at the facility what their payment policy is. As stated in 2007DIN03-008, Government Procurement Cards can be used to settle medical expenses.

ANNEX C TO PART 2 CHAPTER 13: FAQs ON MEDICAL TREATMENT IN THE USA

Q. Why does MOD issue a MTAL to Official Duty visitors to the US?

A. MOD “self insures” and whereas you would take out private medical insurance if you were visiting the US for pleasure, for Official Duty visits to the US, MOD does not pass on the risk to an insurance company that medical attention will be required. The MTAL is MOD’s equivalent of a medical insurance policy.

Q. Does my MTAL guarantee that I will receive medical attention anywhere in the US?

A. No. There is no reciprocal health care agreement between the UK and the US and visitors should be aware that the US practices private medical treatment in exchange for payment. MOD does not have any contractual arrangements for private medical treatment and relies on a “promise to pay” MTAL to obtain treatment for Official Duty visitors. There is no obligation on the facility to accept this letter but the vast majority do. It therefore follows that the MIL does not guarantee medical treatment without first paying, so visitors should endeavour to confirm that the MIL will be accepted before they arrive for treatment.

Q. Are there any medical facilities where medical treatment is guaranteed without paying up-front?

A. Yes. For Emergency Medical Conditions, Hospital Emergency Rooms (ERs) provide emergency care in the US under a United States Act of Congress, the Emergency Medical Treatment & Labor Act (EMTALA) passed in 1986 as part of the Consolidated Omnibus Budget Reconciliation Act. It requires hospitals and ambulance services to provide care to anyone needing emergency treatment regardless of citizenship, legal status or ability to pay. There are no reimbursement provisions; as a result of the act, patients needing emergency treatment can be discharged only under their own informed consent or when their condition requires transfer to a hospital better equipped to administer the treatment.

Q. What about health concerns that is deemed not to be an emergency medical condition?

A. There are no guarantees for treatment of non-emergency conditions without demonstrating the ability to pay. The MTAL has wide acceptance as an ability to pay, but if the medical facility declines to accept this and demands a cash deposit or credit card before treatment, that is their decision to make. Using your Government Procurement Card (GPC) at this stage will solve the problem. Any payment made from your personal credit card can be reclaimed on return to the UK.

Q. I am uncomfortable with these arrangements and wish to take out private medical insurance for my Official Duty visit to the US. Will MOD refund the cost of this insurance?

A. No. MOD guarantees to refund the cost of medical attention you may need whilst in the US. The vast majority of Official Duty visitors do not require any medical attention in the US and it would be wasteful for MOD to self-insure and refund the cost of private insurance. If you wish to take out private medical insurance the cost is not refundable. However, any leisure time in the US taken as annual leave or weekend sporting activities is not covered by MOD since these are outside the scope of Official Duty and private medical insurance at the visitor’s expense is recommended in such instances.

Q. I am concerned about being on-duty in a foreign country and requiring help to explain my circumstances or deal with an emergency. What help can I expect from the British Embassy?

A. There is a British Defence Staff contact available through the British Embassy in Washington 24 hours per day, 7 days a week. The contact telephone number is 1 202 588 6868 then select option 1. Outside of regular business hours, this will automatically transfer you to the Duty Officer.

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 14 – PASSPORT, VISAS AND TRAVEL DOCUMENT REQUIREMENT FOR SERVICE PERSONNEL, CIVILIANS AND THEIR DEPENDANTS

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-14-2
Travel Documentation		
2	Travel Documentation	2-14-2
Dependent Children with Differing Family Names and Children Under 18 Travelling Without Their Parents		
3	Dependent Children with Differing Family Names and Children Under 18 Travelling Without Their Parents	2-14-2
Passports		
4	Carriage of Passports	2-14-3
5	Authority to Fly Without a Passport	2-14-3
6	Responsibility of Personnel Travelling on Official Duty Travel	2-14-4
7	Travel to Cyprus	2-14-4
8	Commonwealth and Foreign Passports	2-14-4
9	Passport Validity	2-14-4
10	Concessionary Travel	2-14-4
NATO Travel Orders		
11	Validity	2-14-4
12	Non-Duty Travel	2-14-5
Visas Entry Permits and Status Stamps		
13	Visas and Entry Permits	2-14-5
14	Status Stamps	2-14-6

Annex A: Visa Authorisation Letter

List of Tables

Table	Title	Page
1	NATO Travel Order Valid Countries	2-14-5

INTRODUCTION

1. **Introduction.** Chapter 14 identifies the requirements and responsibilities of service personnel, entitled civilians and their dependants in the carriage and provision of passports and visas when travelling duty on official methods of travel. In addition, this chapter outlines the use of NATO Travel Orders for Service personnel and special travel requirements for certain destinations. Details regarding the entitlement and allowances for the provision of passports and other documentation at public expense can be found in JSP 752.

TRAVEL DOCUMENTATION

2. All Service personnel and dependants travelling on official journeys between all countries require travel identity documentation to meet specified immigration requirements. With the introduction of Carriers Liability, which applies to all modes of transport, and increased security requirements for travellers, travel identification for all Service personnel, dependants and civilians is to be a valid passport, with visas as applicable. Whilst Service personnel travelling on duty directly between most NATO countries a NATO Travel Order (F Mov 220) supported by a Services Identity Card remains valid, when travelling by Mil AT or Civair a passport is to be carried. Personnel are responsible for ensuring they carry the correct documentation for boarding/carriage (by any mode of transport) and immigration procedures.

a. For F&C personnel travelling on official duty, whilst they are to carry their passports when travelling to a location where a Military ID card and NATO Travel Order on official duty is valid, F&C personnel are to ensure they have these documents available for immigration purposes. This negates the requirement for any additional documentation whilst travelling under official sanction.

b. In summary, personnel are to travel **with**, but may not need to travel on their passports, when carrying a NATO Travel Order.

DEPENDANT CHILDREN WITH DIFFERING FAMILY NAMES AND CHILDREN UNDER 18 TRAVELLING WITHOUT THEIR PARENTS

3. Concerns over child trafficking have given rise to new legislation giving UK Border Force (UKBF) officers responsibility to satisfy themselves that there is a genuine and legal link between the child and the parent/accompanying adult. Where entitled personnel are travelling on an official journey through commercial airports with dependant children who retain a different family name to that of the accompanying adult(s) guidance at sub-para a to b is provided. Parents are responsible for ensuring that their child(ren) carry the relevant documentation and paperwork to meet the needs of the immigration and security services, guidance is provided at sub-paras c to d, and should refer to the UK Border Force or www.FCO.gov.uk websites if any concerns remain.

- a. Parents may be asked about their relationship to the accompanying child(ren) as a matter of course but are very likely to be asked if they have a different surname.
- b. It is recommended that parents, in such situations, carry a copy of the birth certificate, without such evidence, the immigration officer may talk to the parents and child(ren) depending on their age, to satisfy themselves of the relationship.
- c. Any child under the age of 18 who may not be travelling with their parents (travelling alone or with relatives or friends) will require a letter of consent from the parents to show the parents are aware of the journey and who is responsible for the child(ren). Without such evidence travellers may be held up in immigration while checks are made with parents.
- d. For UNMINS travelling on official journeys via military air terminals the F822 will prove adequate, for UNMINS inc SCV travel on officially sponsored journeys via commercial air, parents are to ensure that the requirements of the airline policy are met and that, if required, the child(ren) carry copies of the appropriate application and/or authorisation documentation or letter of authority as stated above. Further advice can be sought from the Families Section, MSS Div, at MOD Abbey Wood.

PASSPORTS

4. **Carriage of Passports.** Service personnel travelling overseas on official duty are required to hold valid passports for the purposes listed at sub-paras a – c below. Service personnel, when travelling to any location within the EU or where NATO Travel Orders are permissible, are to carry passports for the same reasons.

- a. **RAF / Commercial Carrier Diversion.** There is always a possibility that Mil AT and commercial carriers will need to divert during flight to / from the intended destination. Under the terms of Carriers Liability, a valid passport may be the requirement for Service personnel to enter any country to which the plane is diverted. MOD is not exempt from these regulations and contravention of the regulations may incur financial penalties.
- b. **Compassionate Flights.** The first flight available from an overseas location for a service person returning on compassionate grounds may be via commercial carrier (fastest means). Such flights may involve transit through a third country or may, if being repatriated from an operational theatre, involve a journey by surface means in order to depart by air from a neighbouring country. In such cases, passports will be required or the journey may be severely delayed.
- c. **Check- In Procedures (Air).** For Mil AT flights personnel are to show passports at check-in for all flights and, when applicable, NATO TOs. As a passport is often the only valid form of personal identification recognised by commercial airlines, personnel are unlikely to be checked-in for either domestic or overseas travel without one. Therefore, for civil air flights it is the policy of many airlines that passports are to be shown as proof of identification regardless of whether they are required for immigration purposes at the destination.

5. **Authority to Fly Without a Passport.** There is recognition, that on very few occasions, personnel may find themselves in a situation whereby their passport is not available, such as aeromedical evacuation, or where a passport has been surrendered for assignment action and a short notice travel commitment emerges. Notwithstanding the use of NATO TOs (See Paragraph 11) and travel within the EU, where exceptional circumstances exist, and on a case by case basis, a Border Force Higher Officer will be the minimum authority level who may exceptionally allow passengers to board an RAF AT or MOD chartered aircraft to travel across/over or to locations where a passport is specifically required. No other authority exists that may provide such concession. An aircraft Captain retains the right to refuse carriage however, they are not authorised to allow passengers to travel without a passport. Situations where personnel have lost,

left behind or damaged passports are considered personal administrative issues and are not justification to request exemption from travelling without a passport.

6. **Responsibility of Personnel Travelling on Official Duty Travel.** For Unit moves, Operational and Exercise moves and other group travel, guidance on travel documentation requirements should be contained within Movement Directives, Instructions or Orders. Where personnel travel outside of issued movement directives, instructions or orders they are responsible for ensuring that they obtain and hold the relevant valid travel documentation required. Personnel, when travelling to remote or non-routine locations should check with either DT (Visa Section) (Gp Tel: 9621 84366) or refer to the FCO website (www.FCO.gov.uk), or call their travel advice line on 0845 8502829, for the most up-to-date travel information regarding immigration and entry requirements.

7. **Travel to Cyprus.** All Service personnel travelling on duty to or from Cyprus are to hold a valid passport. Dependants and civilians require a valid passport bearing a status stamp. (Also see Sub-Paragraph 9d).

8. **Commonwealth and Foreign Passports.** All applications for the issue of entitled Commonwealth and Foreign passports and visas for duty travel must be applied for by the individual directly with the Consulate concerned iaw regulations contained in [JSP 752](#).

9. **Passport Validity.** When personnel are authorised to travel on official duty, they are to ensure that the validity of their passport conforms with the requirements of the country to which they may be travelling and for the purpose of travel. i.e temporary visit, transit or assignment.

a. **Routine/Admin Travel.** Guidance on specific requirements for any destination can be found on the FCO website (www.FCO.gov.uk). It is the responsibility of the traveller to ensure that their passports are valid.

b. **Ops and Ex.** For personnel deployed on operations or exercises, requirements concerning passport validity will be contained in the Movement Directive, Mounting Instruction or Orders. Personnel travelling individually, or not as part of a Unit Move, for temporary duty visits and not in receipt of a Mounting Instruction or other directive are advised to seek guidance from their Unit HR, FLC HQ, DT Visa Section or PJHQ, whichever is the most relevant, to ensure they travel with valid documentation, including required passport validity.

c. **Assignment.** Personnel should seek advice from either the DT Visa Section or their Unit HR when assigned to an overseas location.

d. **Cyprus.** Personnel visiting Cyprus on temporary duty are to ensure their passport is valid for the duration of their stay. Visits planned for longer than 90 days require additional visa documentation and personnel should seek advice from the DT Visa Section. Non-EU nationals require 3 months validity on their passports from the date of return.

e. **South Atlantic Islands.** Personnel on assignment and temporary duty should refer to sub-paragraph 9c. Residents and other permit holders must have a valid passport on arrival in the Falkland Islands. Other visitors must have a passport valid for the length of intended stay (with a current visa if required), updated travel advice is available on the FCO website.

10. **Concessionary Travel.** Service personnel and other personnel authorised to travel as concessionary passengers are to carry a valid passport.

NATO TRAVEL ORDERS

11. **Validity.** A [NATO Travel Order](#) is only valid when carried in conjunction with a Military identity card:

a. **Provision.** NATO Travel Orders are to be provided by the losing ship, unit or establishment and are to be made out for single journeys, return journeys or for a period not to exceed one year if there is a requirement for frequent passing from one NATO country to another on duty travel.

b. **Use.** A NATO Travel Order permits Service personnel or parties of Service personnel to move **directly** from one NATO country to another without having to comply with normal passport, visa or immigration requirements (See Part 2, Chapter 14 Paragraph 02). However, when travelling by surface means within, to or via overseas locations Service personnel are advised to carry their passport. NATO Travel Orders are currently valid in the following member countries (see note 1).

Table 2: NATO Travel Order Valid Countries

Albania	France (2)	Luxembourg	Spain
Belgium	Germany	Netherlands	Turkey (3)
Bulgaria	Greece	Norway	United Kingdom
Croatia	Hungary	Poland	United States of America
Canada	Iceland	Portugal	(Belize if travelling via
Czech Republic	Italy	Romani	United States of America)
Denmark	Latvia	Slovakia	
Estonia	Lithuania	Slovenia	
Notes:			
1. Service Personnel are to ensure they comply with the current regulations stipulated for the country to which they are travelling. Advice can be sought from www.fco.gov.uk or the Visa Section, Relocation Services located within Main Building contactable on Group Tel No 9621 84366.			
2. A NATO Travel Order is valid for transit through France but a passport is required for any length of stay.			
3. Although Turkey is a NATO country, a passport and visa are now required for a stay in this country.			

12. **Non-Duty Travel.** Personnel are personally responsible for ensuring they carry the correct travel documentation when travelling overseas on non-duty travel:

a. **Europe.** Service personnel on leave may travel in Belgium, Netherlands, Luxembourg and Germany on production of a Service identity card supported by a NATO Travel Order. Individuals who regularly cross frontiers in North West Europe should obtain a NATO Travel Order valid for one year.

b. **USA.** Service personnel stationed in USA who leave that country for leave travel will be permitted re-entry into USA upon production of a Service identity card supported by a NATO Travel Order. However, it is still advised that personnel carry a passport in such circumstances.

(1) Service or civilian personnel travelling to the USA as concessionary passengers must be in possession of a valid passport and entry visa or have completed the ESTA form online to comply with the Visa Waiver Programme, if eligible. Information can be found at www.usembassy.org.uk.

VISAS ENTRY PERMITS AND STATUS STAMPS

13. **Visas and Entry Permits.** The requirement for valid visas and entry permits in overseas countries together with notes of information can be found on the Defence Travel website. However, personnel are advised that visa requirements are frequently updated and a check should be made with the Defence Travel Management Organisation (DT) Visa Section to ensure that the stated requirements are still valid. Applications arising in the UK are to be forwarded to the DT Visa Section in the form shown at Annex A; they are not to be sent direct to the local Embassy, High Commission or Legation. Visa application forms for most countries are obtainable from the appropriate Embassy or High Commission website. In the event that the Embassy or High Commission does not have website connectivity applicants should seek advice from the DM Visa

Section. Service personnel and their dependants on assignment will initially be advised of visa requirements by the Families Section, MSS Div following submission of their travel applications, but the formal application process will be facilitated by the DT Visa Section. Service personnel and their dependants should direct any questions regarding visa requirements for their assignment following the link to DT Visa Section and not Families Section, MSS Div.

14. **Status Stamps.** All status stamps are now loose leaf:

a. **NATO Countries (excluding Albania, Bulgaria, Hungary, Lithuania, Poland, Romania, Slovak Republic, Turkey and USA).** Passports of civilian personnel and their dependants on assignment or detached duty for more than 6 months to a European NATO country should contain a status stamp. This status stamp document will be inserted by the DT Visa Section on receipt of documentation from the recognised assignment authority, normally the People, Pay and Pensions Agency (PPPA). Service dependants accompanying the Head of Family on posting, either via travel arrangements made by the Families Section, MSS Div or under their own arrangements (the latter may experience difficulties at international borders if they are unable to prove their status) should forward photocopies of the information page of the passports to the Families Section, MSS Div supported by F/MOV/564(e) (Part 2, Chapter 3 Paragraphs 26, 27 and 32 refers), for status stamps to be inserted. Status stamps will only be issued to Foreign National passport holders if their passport contains an official Home Office issued United Kingdom visa.

b. **Albania, Bulgaria, Hungary, Lithuania, Poland, Romania and Slovak Republic.** These countries have visa entry requirements for Service and Civilian personnel British passport holders on assignment or visits of 90 days duration or longer. Advice in respect visa requirements for foreign passport holders should be sought from the DT Visa Section before travel.

c. **Turkey.** Official visas are required for all Service and Civilian personnel, including their dependants on assignment to Turkey. Service personnel on short term detached duty (less than 6 months) can enter Turkey using a NATO Travel Order, issued by their parent Unit and British Military ID Card. A passport will however be required for commercial travel from the UK and iaw Part 2, Chapter 14 Paragraph 04. Civilian personnel on short term detached duty to Turkey require an official visa.

d. **USA.** Official visas are required for all Service and Civilian personnel, including their dependants on assignment to the USA. Service personnel on short term detached duty (less than 6 months) can enter the USA using a NATO Travel Order, issued by their parent Unit and British Military ID Card. A passport will however be required for commercial travel from the UK and iaw Part 2, Chapter 14 Paragraph 04. Civilian personnel on short term detached duty to the USA require an official visa. Service or Civilian personnel in possession of a visa or military staff travelling on a NATO Travel Order and ID Card are not required to complete the Electronic System for Travel Authorisation (ESTA) as part of the Visa Waiver Programme (VWP).

e. **Personnel Travelling to Australia.** In addition to travelling with their passports, Service personnel travelling to Australia on temporary duty should obtain a travel order from DT Visa Section. Service personnel and dependants travelling on posting should obtain a travel order/status stamp from the Families Section, MSS Div. Service personnel and their dependants on a diplomatic posting will require an official visa obtained through the DT Visa Section along with their passports. Civilian personnel travelling on official duty should obtain a visa through the DT Visa Section.

f. **Royal Navy Provision – DESTADVIS.** If the Commanding Officer of a HM Ship considers it essential for a member of the ship's company to fly to a particular destination under the DESTADVIS procedure, he is to check whether a visa or entry permit is required for that port. If so, he is to indicate the requirement in the DESTADVIS signal (Part 2

Chapter 3 Paragraph 39 refers). It then becomes the responsibility of the appointing / drafting authority to ensure that application is made to the DTMO Visa Section in accordance with Part 2, Chapter 14 Paragraph 13. If, exceptionally, the destination is one on which Visa Section advice is necessary in regard to visa or entry permit requirements, the DESTADVIS messages should include a request to the DT Visa Section to inform the appointing / drafting authority direct of the requirements.

g. **Foreign & Commonwealth Office Travel Advice.** Advice for overseas travel including the current passport and visa requirements are available on the internet. The address is www.fco.gov.uk

h. **Entitlement to Costs and Charges incurred in Association with Passports and Visas.** For information regarding entitlement to passports and visas at public expense and methods for claiming refunds, personnel should refer to the JSP 752.

ANNEX A TO PART 2 CHAPTER 14: VISA AUTHORISATION LETTER

Can be found on Defence Travel Website

DOCUMENTATION TO BE INCLUDED WITH THE COVERING LETTER REQUIRED TO ACCOMPANY VISA APPLICATIONS

Passport
Any written invitation from in country
Note Verbate
Photographs
Association of Chief Police Officers' Certificate (ACPO)
Flight Itinerary
Hotel Reservation
Birth/Marriage Certificates

DT Visa Section
Ground Floor, Zone I
MOD Main Building
Whitehall
London
SW1A 2HB

Group Contact Tel: Mil: 9621 84366 Civ: 020 7218 4366

Fax: Mil: 9621 87246 Civ: 020 7218 7246

Visa Applications only (For passports send to Newport or relevant Passport Office).

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 15 – JOINT SERVICE AND CIVILIAN REPORTING REQUIREMENTS AND DRESS STANDARDS FOR AIR AND SEA TRAVEL

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-15-1
Reporting		
2	Reporting	2-15-2
Dress – General		
3	Security	2-15-2
4	Carrying of Uniform	2-15-2
5	Civilian Clothing	2-15-2
6	Responsibility	2-15-2
Dress - Air Travel		
7	Civilian Clothing	2-15-2
8	Uniform	2-15-3
9	Cyprus Schedule	2-15-3
10	Other Cyprus Flights	2-15-3
11	Civil Air to NI and Irish Republic	2-15-3
12	Air Travel to North America	2-15-3
13	Unsuitable Clothing	2-15-3
Dress - Sea Travel		
14	HM Ships	2-15-3
15	Commercial Ships	2-15-3

INTRODUCTION

1. Chapter 15 outlines the reporting and dress regulations for Service personnel travelling by air or sea, and provides authority for despatching units and movements staffs to uphold the required standards. The guidance in Part 2, Chapter 15 Paragraphs 5 and 6 is also applicable to dependants of service personnel and MOD sponsored civilians.

REPORTING

2. Personnel travelling by air or sea, who fail to report, in accordance with the notified reporting time for a particular flight or voyage, will be reported and disciplinary action may be taken against them. Also, in accordance with current administrative regulations, they may also be required to reimburse any subsistence and travel costs associated with their journey.

DRESS – GENERAL

3. **Security.** Guidelines for the wearing of uniform in public and the carriage of military style kit-bags and rucksacks etc can be found in JSP 440 (Part 7, Section 1 Chapter 7). For personnel in transit to ports of embarkation, Front Line Commands, Mounting Instructions or other movement instructions may be referred to for specific guidance.

4. **Carrying of Uniform.** Uniform is to be carried, but not necessarily worn, in the following circumstances:

- a. On all duty journeys, if uniform is required at final destination.
- b. When travelling on leave in periods of tension, if uniform would be required in the event of an emergency.

5. **Civilian Clothing.** When worn, personal civilian clothes are to be smart, clean, in good repair and of a good standard, and are not to reflect badly upon the Services. Appropriate guidance and monitoring of standards are to be undertaken at despatching units when personnel are being prepared for movement. Personnel arriving at an airhead inappropriately dressed will be required to change before checking-in for the flight or sea passage.

6. **Responsibility.** It is the responsibility of the Unit to ensure that personnel are appropriately briefed of, and accord with, the standards of dress required when travelling via either military AT or civilian charter whether departing a military or civil airhead. Movement staffs cannot be held responsible for personnel dress standards once they reach the airhead. Unless a safety concern is breached personnel will be boarded to a flight, movement staffs will advise the individual if found to be inappropriately attired and may take details of individuals who present themselves in such a manner to inform their Units for necessary action to be taken.

DRESS - AIR TRAVEL

7. **Civilian Clothing.** Civilian clothes are to be worn by passengers on Service, MOD chartered or civilian aircraft, (see Part 2, Chapter 15 Paragraph 09) unless otherwise directed in mounting instructions, movement orders, preparation and administrative instructions for specific operations and exercises, except for contingency trooping. The countries listed below forbid uniformed military personnel on aircraft landing in their territory. In case of doubt, advice can be obtained from Sec(AS), MOD Main Building, who should also be informed if any problems or new regulations are encountered on foreign journeys.

- a. **Austria.** Special dispensation needed.
- b. **Bahrain.** Through Passengers only, not applicable if they remain on aircraft. (Passengers deploying as part of OP KIPION will dress in accordance with specific Preparation Instructions).
- c. **Ghana.** Except crew.
- d. **India.** Except crew.
- e. **Kenya.** Special permission needed for passengers.

- f. **Saudi Arabia.** Crew may land in uniform and change on arrival.
- g. **Switzerland.** Crew may land in uniform and change on arrival.
- h. **Turkey.** Shorts may not be worn.

8. **Uniform.** For the movement of formed bodies on Operations and Exercises, the Movements Instruction will instruct that uniform is to be worn, unless there are overriding reasons for civilian clothes to be worn. If Service boots are worn, they are to be rubber soled. Guidance can be sought through.

9. **Cyprus Schedule.** In order to maximise the carrying capacity of the Cyprus Scheduled aircraft and increase the flexibility of passengers to wear the most appropriate clothing that best suits the purpose of travel, restrictions on the wearing of civilian clothing are not applicable. Where passengers are boarded to the Cyprus schedule who are necessarily travelling on official duty travel but who are not directed by a Mounting Instruction or other Movement Instruction, may, when practicable, wear uniform for either the outbound or inbound legs. Passengers may be boarded following transit from operational theatres without the need to change into civilian clothing.

10. **Other Cyprus Flights.** For passengers travelling on aircraft other than the Cyprus Schedule, arriving, departing or transiting Cyprus should refer to their Mounting or Movement Instructions for direction on the appropriate dress requirements.

11. **Civil Air to NI and Irish Republic.** Passengers proceeding to NI on civil aircraft are always to travel in plain clothes and ensure that such clothing does not bear any military insignia or logos. Passengers proceeding to the Irish Republic are always to travel in plain clothes. Uniform or items of Service equipment are not to be taken into the Irish Republic.

12. **Air Travel to North America.** The dress code for administrative air travel to North America is civilian dress. However, the dress policy for exercise/operational passengers is uniform if travelling on a military flight. If passengers in uniform are night-stopping in a civilian environment (e.g. hotel), they should carry with them, as part of their hand baggage, a civilian change of clothing.

13. **Unsuitable Clothing.** In addition to those standards detailed in Part 2, Chapter 15 Paragraph 5, passengers should also be aware of the need to wear clothing appropriate to their method of travel.

a. **C130 Hercules/ C17 Globemaster/A400M.** Long sleeve and long legged garments are recommended, passengers are to wear robust footwear with the whole foot covered when travelling on these aircraft. The passenger cabin/cargo hold is often cold during flight. Shorts or skirts of any kind **are not** to be worn when travelling on C130 or C17 aircraft.

b. **All Other Air Travel.** The following items of clothing are not to be worn when travelling by air:

- (1) Any item bearing offensive slogans.

DRESS - SEA TRAVEL

14. **HM Ships.** Personnel travelling on duty for recreational purposes are to conform to the dress regulations of the host Service.

15. **Commercial Ships.** Personnel are normally to wear civilian clothes throughout the voyage unless as directed by a Mounting Instruction or Operation Order (i.e. Ships Party). However, when large parties are travelling, it may be necessary for uniform to be worn when embarking and disembarking, appropriate instructions will be issued by despatching authorities for drafts proceeding to and from abroad by this means.

INTENTIONALLY BLANK

PASSENGER TRAVEL INSTRUCTIONS

PART 2 - MOVEMENT OF PASSENGERS BY AIR

CHAPTER 16 – MOD COMMERCIAL AIR BOOKING PROCEDURES – DEFENCE TRAVEL

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	2-16-2
Defence Travel Management Organisation (Dt)		
2	General Background	2-16-2
3	Booker's Responsibilities	2-16-3
4	Management Information	2-16-3
Mod Commercial Air Travel Policy – On-Line Bookings		
5	General	2-16-3
6	Categories of DT User	2-16-3
7	DT User Account Creation	2-16-3
8	User Account Requirements	2-16-3
Booking A Flight		
9	Booking a Flight	2-16-4
10	Traveller Categories	2-16-4
11	Travelling Out With Entitlement	2-16-4
12	Purpose of Travel (POT) Codes	2-16-4
13	Confirmation of Service Codes (SVC)	2-16-5
14	Confirmation of Unit Identity Number (UIN)	2-16-5
15	Card Verification Value (CCV)	2-16-5
16	Booking Information Review	2-16-5
17	Booking Scrutiny	2-16-5
18	Booking Confirmation	2-16-5
19	Issue of E-tickets	2-16-6
20	Group Air Bookings	2-16-6
Mod Commercial Air Travel Policy – Off-Line Bookings		
21	Off-line Bookings	2-16-6
22	HRG Information requirements	2-16-6
23	DARS Office Hours and Contact Details	2-16-6
24	Transaction Fees	2-16-7

25	Baggage Allowances and Excess Baggage	2-16-7
26	Baggage Requirements for USA Troopers	2-16-7
27	Payment and Reconciliation	2-16-7
28	Amendment and Cancellations	2-16-7
29	Challenging Fares Provided by DT	2-16-7

DTMO Feedback

30	DARS Service	2-16-7
31	DT / EBIS Service	2-16-7
32	Defence Travel / HRG Service	2-16-7

Annex A: Defence Travel On- Line Application Form – Request for Access as An On-Line Self-Booker or Travel Arranger

Annex B: Defence Travel Customer Feedback Form

List of Tables

Table	Title	Page
33	Traveller Category and Description	2-16-4
34	Commercial Air Out of Policy Reason Codes	2-16-4
35	DT POT Codes	2-16-5
36	DT SVC	2-16-5

INTRODUCTION

1. **Introduction.** Chapter 16 details arrangements for MOD personnel booking commercial air travel at public expense via the Defence Travel (DT) Service. It is applicable to all staff who book air travel (both self-bookers and dedicated travel arrangers), line managers and budget holders.

DEFENCE TRAVEL MANAGEMENT ORGANISATION (DT)

2. **General Background.** DT is a pan-Defence programme charged with improving the business (duty) travel process by offering value for money and a wider range of travel options whilst simplifying the booking process. DT affords the individual with a capability that allows them to define their travel needs and make bookings for either simple or complex journeys. This has been achieved by providing an on-line booking tool, the Electronic Booking Interface Service (EBIS); with an off-line service provided by a Travel Service Provider (TSP), Hogg Robinson Group (HRG), should it be required. Scheduled and low-cost air carriers (LCC) can be booked online. The on-line tool will also direct bookers and travellers to trooping and part charter flights if they exist for a chosen route.

a. **Requirement to Use DT.** The use of DT has been mandated across the Department by 2nd PUS and this has been incorporated into annual Service Delivery Agreements with TLBs. The DT can identify travel purchased outside of DT using Government Procurement Cards and passes this information for investigation and further action if deemed appropriate. Permission to book travel outside of DT must be sought from the relevant Business Manager

(Air, Rail or Hotel) at least 7 days before the date of departure. Up to date DT Exemption procedures can be found in related DINs.

3. **Booker's Responsibilities.** Whilst EBIS and the off-line service adhere to the policy and entitlements laid down in JSP 800 Volume 2 it is the responsibility of the booker to ensure that they use the most economical method of travel and should only select a more expensive fare when there is a clear overall benefit to the Department in terms of business effectiveness.

4. **Management Information (MI).** Production of accurate, meaningful and timely MI is a key aspect of DT. MI is generated through the EBIS Business Intelligence Model (BIM) and is hosted on the Defence Intranet and sent to TLB DT focal points. This data is based on travel spend and trend analysis and can be broken down by UIN, class and route. Exception reports will also be generated to identify lost opportunities and costs wherever more expensive travel options have been selected.

MOD COMMERCIAL AIR TRAVEL POLICY – ON-LINE BOOKINGS

5. **General.** The key component of DT is the Electronic Booking Interface Service (EBIS), providing desktop access to travel arrangements through the Defence Intranet. The ticket fulfilment elements of the DT on-line service are provided by the Hogg Robinson Group (HRG). HRG also provide an off-line telephone booking service detailed in Part 2, Chapter 16 Paragraph 23. They also provide the rail, overseas car hire, hotel and conferencing services detailed in subsequent chapters. NB: An offline booking attracts a much higher booking transaction fee.

6. **Categories of DT User.** There are 2 categories of DT on-line user. The Self-Booker, who is only able to book their own travel, and the Travel Arranger who can book their own travel and travel for any other member of MOD. All other personnel are classed as Travellers and will not have direct access to EBIS.

7. **DT User Account Creation.** To access DT as a Self-Booker or Travel Arranger an individual will require RLI, DECS and EBIS connectivity. To obtain an EBIS and/or DECS Pin & Password, arrangers should use the application form on the [Use Defence Travel](#) web site.

8. **User Account Requirements.** All applications for a DT User Account must be authorised by a Line Manager. The following information is required to complete a DT User Account application:

- a. **PUID.** A unique 10-digit reference number allocated to all MOD personnel - details available via the [PUID - Application \[Standard\]](#) web site.
- b. **External MOD e-mail address (name@mod.uk).** Personal e-mail addresses are not acceptable.
- c. **Type of access required.** Travel Arranger / Self-Booker.
- d. **Confirmation of business area.**
- e. **Line manager authorisation.**
- f. **Password and PIN.** Once an application has been processed the applicant will be issued with a password and PIN. Applicants must immediately check their profile details are correct. Failure to do will result in difficulties when arranging travel.

BOOKING A FLIGHT

9. **Booking a Flight.** EBIS will display fares available on the day, including fully flexible fares and lowest restricted fares. These fares will include MOD negotiated rates, HRG's contracted

rates, any special offers in the market place and fares offered by Low Cost Carriers (LCCs). Self-Bookers / Travel Arrangers will be expected to select the lowest suitable fare available. Self-Bookers / Travel Arrangers are advised that trips involving both scheduled airlines and LCCs must not be booked on the same reservation as this will cause the payment and reconciliation process to fail.

10. **Traveller Categories.** The Traveller Categories detailed in Table 1 have been built into EBIS and are also applied by HRG for off-line bookings. These categories are based on entitlement by rank/grade and strictly follow departmental policy as described in JSP 752 and JSP 800 Volume 2, Part 2, Chapter 1 Paragraph 13.

Table 1: Traveller Category and Description

Traveller Category	Air ≤ 2.5 hrs class	Air > 2.5 hrs class	Rail class
1 - 4* and above plus civilian equivalent	2	1	1
2 - 2* and above plus civilian equivalent	2	2	1
3 - OF3 and above plus civilian equivalent	3	2	1
4 - All others	3	2	3
Key Class Description			
1	First class air and rail		
2	Business class air		
3	Economy class air and standard class rail		

11. **Travelling Out With Entitlement.** Any Self-Booker / Travel Arranger who has a requirement to book air travel out with entitlement should apply the relevant commercial air out of policy reason code detailed at Table 2. Where the required out of policy reason code isn't available the Self-Booker / Travel Arranger must input a free text message detailing why they are booking out with entitlement. Where an out of policy/entitlement fare is selected the reason will be recorded and an exception report generated. Management Information generated by the DT BIM (Part 2, Chapter 16 Paragraph 05) will be made available to Budget Managers and the Defence Fraud Analysis Unit (DFAU) for interrogation and analysis as required.

Table 2: Commercial Air Out of Policy Reason Codes

Code	Reason
A	Travelling with higher grade
C	Compassionate
D	Medical Appointment
E	Compliant Fare Not Available
-	Free text

12. **Purpose of Travel (POT) Codes.** Once a flight has been selected the Self-Booker / Travel Arranger will be required to confirm the POT Code against a drop-down list. DT specific JSP 800 Volume 2 POT Codes are at Table 3. The default Code is POT 6 (Duty - Meetings / Visits). Self-Bookers / Travel Arrangers are to note that all UIN (Unit) funded travel should be booked against POT Code 6 (Duty - Meetings / Visits). The remaining POT Codes are applicable to centrally funded travel only. **Note: POT Code 22 must be used for RN personnel only.**

Table 3: DT POT Codes

DT POT	Descriptor	Applicability
01	Postings - Arms Plot/Unit Move	Centrally funded travel only.
02	Postings – Individual	Centrally funded travel only.
03	Duty – Detachment from Duty	Centrally funded travel only.
06	Duty – Meetings/Visits	All UIN funded travel.
07	School Children's Visits/Escorts	Centrally funded travel only.
08	Leave – Annual	Centrally funded travel only.
10	Leave – Compassionate/DILFOR/Sick	Centrally funded travel only.
11	RN – Ops	Centrally funded travel only.
15	Temporary Duty – Medical Treatment	Centrally funded travel only.
16	Sports Travel – Army/Navy	Centrally funded travel only.
20	Resettlement	Centrally funded travel only.
22	Recruitment	Centrally funded travel only.
77	Visits (Family)	Centrally funded travel only.
97	Sea	Centrally funded travel only.

13. **Confirmation of Service Codes (SVC).** Self-Bookers / Travel Arrangers will be required to confirm the traveller's SVC (this field is maintained in the user's profile and only has to be entered once). The SVCs are listed in Table 4 below.

Table 4: DT SVC

DT SVC	Descriptor
0	Civil Service/Non- MOD
7	Royal Navy
8	Army
9	Royal Air Force

14. **Confirmation of Unit Identity Number (UIN).** The booker is required to confirm the UIN against which the booking is to be made. Bookings can be made against any valid UIN (described in EBIS as Cost Code) and these can be selected using the search facility in the relevant drop-down box in the Review Booking Information screen.

15. **Card Verification Value (CVV).** The CVV must be entered for all LCC bookings - it is a 3-digit number unique to the central GPC cards lodged for LCCs. The Self-Booker / Travel Arranger will be shown this number on the flight confirmation page on EBIS (the bracketed 3-digit number in the Delivery and Payment Check Box). The CVV number must be noted and re-entered on the booking confirmation page of the EBIS tool.

16. **Booking Information Review.** On the Review Booking page, the Self-Booker / Travel Arranger is required to declare that the appropriate line management authority has been obtained to undertake the journey. Additionally, the Self-Booker / Travel Arranger must declare that the booking is made in accordance with all current Departmental travel regulations.

17. **Booking Scrutiny.** Having satisfied the conditions at above the Self-Booker / Travel Arranger should confirm the booking. A percentage of bookings will be subject to scrutiny by the DT and the DFAU.

18. **Booking Confirmation.** Confirmation will be issued to the Self Booker/Travel Arranger by EBIS¹. This will be followed by a further e-mail or fax from HRG. All confirmations need to be checked and any discrepancies reported to HRG immediately.

¹ It is imperative that Self-Bookers/Travel Arrangers ensure all user profile details including e-mail address are correct.

19. **Issue of E-tickets.** E-tickets will be issued for all reservations. Paper tickets are no longer issued by any airline associated with DT.

20. **Group Air Bookings.** Group bookings are defined as those made for more than 9 passengers. Any group bookings for commercial flights (both internal and overseas) should be submitted to HRG off-line (Part 2, Chapter 16 Paragraph 23e).

MOD COMMERCIAL AIR TRAVEL POLICY – OFF-LINE BOOKINGS

21. **Off-line Bookings.** All off-line air bookings should be made through the dedicated HRG Defence Air Reservation Service (DARS). Off-Line booking is deemed appropriate in the following circumstances:

- a. The journey is complex, for instance the itinerary includes more than 4 flights/sectors.
- b. The traveller needs to depart less than 24 hours after making the booking.
- c. The booking is for a group of more than 9 travellers.
- d. The traveller wishes to 'Wait List' a particular flight.

22. **HRG Information requirements.** Prior to contacting HRG, the Self-Booker/Travel Arranger will need the following information:

- a. Name of traveller (exactly as shown on the traveller's passport).
- b. Staff/Service Number of traveller.
- c. Service/Civil Service/Non-MOD denomination of traveller.
- d. Official MOD address and full contact details (external telephone, fax and external e-mail) for the traveller.
- e. UIN.
- f. The relevant POT and SCV Codes.
- g. Nationality and passport number (for overseas flights).
- h. For flights to the USA, it is now mandatory to provide the traveller's full name, date of birth and gender.

23. **DARS Office Hours and Contact Details.** The HRG offline service can be accessed in the following ways:

- a. **By phone.** Civ: 0203 668 2210 (or +44 (0) 203 668 2210 if outside the UK). For Air bookings select Option 2 when prompted. Core office hours 0830 to 1800 (GMT) Mon - Fri.
- b. **By e-mail.** Self-Bookers / Travel Arrangers should utilise the Flight Booking Form available on the Defence Intranet under Admin / Travel / Book a Flight / Related Documents. Completed forms should be sent to: dars.uk@hrqworldwide.com.
- c. **By fax.** Self-Bookers/Travel Arrangers should utilise the Flight Booking Form, available on the Defence Intranet under Admin / Travel / Book a Flight / Related Documents. Completed forms should be sent to: +44 (0)1252 881017.

d. **Out of Hours.** An Out of Hours service for travel emergencies only is available between 1800-0830 Mon - Fri and at weekends/public holidays. The DARS 24 hr emergency service can be accessed by calling: +44 (0) 203 668 2210

e. DARS customer services can be contacted by E-mail: dars.uk@hrgworldwide.com.

24. **Transaction Fees.** Transaction Fees are applied to all bookings made either on or off-line. Self-Bookers/Travel Arrangers should note that on-line bookings are significantly cheaper than the off-line service. The transaction fees are detailed on the DT website. The off-line service should only be used when a business imperative demands or the flight satisfies the criteria detailed at Part 2, Chapter 16 Paragraph.

25. **Baggage Allowances and Excess Baggage.** Personnel are restricted to the free air baggage allowance offered by the commercial airline. Excess baggage charges will be levied when a traveller exceeds the airline's baggage entitlement. Excess baggage must be booked in advance by calling HRG on the number detailed above. Any passenger faced with excess baggage charges at the airhead will be responsible for payment and may not be entitled to reclaim this money.

26. **Baggage Entitlements for USA Troopers.** The baggage entitlements for the USA Troopers are as follows:

- a. **Washington.** 5 pieces of hold luggage, each weighing up to 32 kg.
- b. **Savanah.** 3 pieces of hold luggage, each weighing up to 23 kg².
- c. **Charleston.** 3 pieces of hold luggage, each weighing up to 23 kg².

27. **Payment and Reconciliation.** Payment for bookings made using either the on-line EBIS tool or off-line via HRG will be by means of a lodged Government Procurement Card (GPC). Unit GPC details are not required.

28. **Amendment and Cancellations.** Amendments or cancellations can only be made through the DARS off-line call centre via the number detailed in Part 2, Chapter 16 Paragraph 25a. Confirmation that the required action has taken place will be sent to the Self-Booker/Travel Arranger via e-mail or fax.

29. **Challenging Fares Provided by DT.** Self-Bookers/Travel Arrangers finding cheaper fares for the same journey are requested to challenge DT. This should be done via the HRG off-line number detailed in Part 2, Chapter 16 Paragraph 25a or by contacting the DTMO Business Manager. DT will negotiate and attempt to match this fare. In exceptional circumstances an exemption from the use of DT may be granted.

DTMO FEEDBACK

30. **DARS Service.** Self-Bookers / Travel Arrangers who identify any issues regarding the service provided by DARS or the airline fulfilling a booking should bring them to the attention of the HRG Customer Service Desk: dars.uk@hrgworldwide.com.

31. **DT / EBIS Service.** Self-Bookers / Travel Arrangers who identify any issues regarding the service provided by DT / EBIS should contact the DT on:

E-Mail: DefComrclSSM-Travel@mod.gov.uk.

² Savanah and Charleston flights are limited by the internal connecting flight, hence the reduction in baggage over Washington

32. **Defence Travel / HRG Service.** User feedback or suggestions relating to Defence Travel/HRG should be submitted through a Defence Travel Customer Feedback Form (Defence Intranet under Admin / Travel / Book a Flight / Related Documents).

UNCONTROLLED COPY WHEN PRINTED

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

**ANNEX A TO PART 2 CHAPTER 16: DEFENCE TRAVEL ON- LINE APPLICATION
FORM – REQUEST FOR ACCESS AS AN ON-LINE SELF-BOOKER OR TRAVEL
ARRANGER**

PLEASE CONTACT DEFENCE TRAVEL FOR TRAVEL BOOKING ADVICE.

PUID NUMBER: This is the unique 10-digit Person Unique Identifier allocated to all MOD personnel and can be found via the search tool at the link below. http://www.ukded.r.mil.uk/puid/	External email address (for example, @mod.uk)	Self-Booker: (Enter X as applicable)	Arranger: (Enter X as applicable)
--	--	---	--

Definitions:

Self-Booker - able to book own travel only.

Arranger - able to book own travel and for other MOD staff.

Line Manager:			
Name	Grade/Rank	Telephone No	Date

INTENTIONALLY BLANK

ANNEX B TO PART 2 CHAPTER 16: DEFENCE TRAVEL CUSTOMER FEEDBACK FORM



Please use this form to let us know about both positive and developmental suggestions to allow us to improve and enhance our service. **Please send your feedback form to:**

MARKETING MANAGEMENT AND DEVELOPMENT

DSCOM

MSS DT

Cedar 3a #3338

MOD Abbey Wood

Bristol, BS34 8JH

Or by E-Mail to:

DESDSCOM-MSSDTMOC2C@mod.uk

DT (Use Only) Response Date By

Section 1: Personal details

Full Name

Department

Date

Section 2: Please indicate what service your feedback covers

Commercial Flights ☐ Costs ☐ Location ☐ HRG Response times ☐ EBIS On-line ☐
Tool Other ☐

Section 3: Please use the space below to outline or cover in detail any feedback you have

If you require a personal response or if you have a serious complaint, please do not use this form. You should submit a formal complaint to:

darscustomerservices.uk@hrqworldwide.com

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 3 - MOVEMENT OF PASSENGERS BY SEA

CHAPTER 1 – PASSENGERS BY SEA – GENERAL

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	3-1-2
Policy on Choice of Vessel		
2	Policy on Choice of Vessel	3-1-2
Choice of Sea as A Means of Travel		
3	Policy on Travel	3-1-2
4	Entitlement to Classes of Berth	3-1-2
Booking Procedures		
5	Booking	3-1-2
6	Ferries	3-1-2
7	Channel Tunnel (Channel Fixed Link (CFL))	3-1-2
8	Use of Commercial Shipping	3-1-3
9	Booking Scheduled Sailings for Exercise Movement	3-1-3
10	Booking Chartered Shipping for Exercise Movement	3-1-3
11	Bid Details	3-1-3
12	Processing of Bids	3-1-4
13	Allocation of Vessels for Operations	3-1-4
14	Allocation of Vessels for Exercise and other Tasks	3-1-4
15	Liaison	3-1-4
Movement by Ship - F/Mov/292		
16	General	3-1-5
17	Compilation	3-1-5
18	Handling of Forms	3-1-5
19	Distribution of F/MOV/292	3-1-5
20	Distribution of F/MOV/292 - Groups of Passengers on Commercial Ships	3-1-5
List of Tables		
Table	Title	Page
37	Passenger Headings	3-1-5

INTRODUCTION

1. **Introduction.** Chapter 1 provides policy and guidance with regards to the carriage of passengers when travelling necessarily by sea. It recognises travel for routine or exercise purposes either by ferry, or for longer-distance passage by ship including bidding procedures, booking procedures and entitlement using scheduled, chartered, commercial and military shipping.

POLICY ON CHOICE OF VESSEL

2. When the movement of entitled personnel by sea is authorised, Service shipping is to be used when practicable and appropriate. When commercial shipping is used, British owned and flagged vessels will be used when possible. When not possible, foreign owned and flagged ships belonging to NATO member states will be used in preference over other flag States / Nations. Where use of Eastern European shipping is unavoidable, due regard is to be given to the security risk.

CHOICE OF SEA AS A MEANS OF TRAVEL

3. **Policy on Travel.** Official means of travel to overseas destinations, some of which include a sea component, are set out in JSP 752 Chapter 4 Section 5. In addition, the following passenger categories may be permitted, in certain circumstances, to travel by sea:

- a. Officers of 2 Star rank and above, and their families, on assumption and vacation of their appointments abroad, provided the time between appointments allows for this. In the Army, this concession applies only to officers taking up their appointments.
- b. All other entitled personnel when authorised in exceptional circumstances on a case by case basis e.g. when medical reasons make travel by air inadvisable.

4. **Entitlement to Classes of Berth.** Broad guidance as to entitlements of the classes of accommodation in commercial vessels to which Service, MOD sponsored civilian personnel and their families, are entitled, are contained in JSP 752 for Service personnel and MOD Civilian Transfer Manual Volume 2 for UKBC.

BOOKING PROCEDURES

5. **Booking.** Applications (F/MOV/562) for sea passages from UK on posting or temporary duty should normally be forwarded to the DPRC. For passages originating overseas, applications are to be forwarded to the local movements staff. These procedures do not apply to exercise movement.

6. **Ferries.** Booking procedures for ferries are contained in respective Single Service regulations. Also, see Part 3 Chapter 5.

7. **Channel Tunnel (Channel Fixed Link (CFL)).** Bookings for personnel travelling in cars, mini-buses and coaches must be made in accordance with DSCOM's Eurotunnel Discounted Fares Offer (DFO). Bookings must be made through via an Account Holder (i.e. through Local Service Travel Offices). Should the Unit / Organisation not hold a passenger account with Eurotunnel, one can be set up providing certain criteria is met.

8. **Use of Commercial Shipping.** When freight or passenger shipping for an exercise cannot be met wholly or partly by Service resources, the commercial shipping required to meet the shortfall may be met by:

- a. Scheduled passenger and freight sailings.
- b. Chartered Commercial Shipping (CCS).
- c. Other allied nations' shipping.

9. **Booking Scheduled Sailings for Exercise Movement.** NCHQ, Army Land or HQ Air Command is to pass the approved requirements for passengers and freight to DSCOM or the appointed contractor. Once action to book the space is complete, DSCOM or the appointed contractor will pass shipping details to the requesting HQ.

10. **Booking Chartered Shipping for Exercise Movement.** When it is evident that scheduled sailings will not meet the shipping requirement, chartering will be necessary. NCHQ, Army Land or HQ Air Command, are to pass the approved requirements direct to DSCOM who will consider whether it can be met from Service resources, previously unrecognised. DSCOM will then charter appropriate shipping. In due course, DSCOM will inform the sponsor of shipping details. Changes to the original bid are to follow the same procedure but must be kept to a minimum as they will significantly affect the charter rate if it has already been negotiated.

11. **Bid Details.** Units requesting shipping must provide the fullest details of their requirements to facilitate vessel allocation and task planning, ensure the vessels are commensurate with the users' needs and promote cost-effective utilisation of the vessels. Sealift bids should be presented in the following format:

- a. Operation / Exercise Name / Movements Financial Authority (MFA) and Reason for Movement. For exercise bids, include the MOD Defence Exercise Programme (DXP) serial number, the DJtCap endorsed Sealift Allocation Priority (SAP) and the unit details.
- b. The Staff Table and / or Force Element Table (FET). This should include the number of passengers to be moved by rank/grade and the details of any vehicles to be moved, including dimensions and all-up weight. Details of weight and volume of exercise freight, is to include whether it is to be moved in ISO containers or as break bulk freight.
- c. Preferred SPOE.
- d. Ready to move dates/times.
- e. Preferred departure times.
- f. Preferred SPOD.
- g. Latest arrival dates/times.
- h. The details of Dangerous Goods to be carried (manifested iaw IMDG Regulations and M Notices).
- i. Degree of flexibility in timings or reasons for urgency.
- j. Remarks (including justification for use of SPOE / SPOD other than the Marchwood Sea Mounting Centre (SMC)).
- k. Sponsor unit UIN and Resource Accounting Code (RAC) for billing purposes.
- l. Sponsors Signal Message Address (SMA), appointment and name with full address, contact telephone number and e mail address.

12. **Processing of Bids.** Bids will be processed in accordance with the current processes (DCI JS 154/04 refers) and priorities for the allocation of strategic sealift assets as managed by DSCOM Surface Allocation Committee (SAC). The bidding process is wholly dependent of the nature of the requirement and timescale. Bids should be submitted in accordance with the procedures and deadlines detailed in Part 3, Chapter 1 Paragraphs 13 and 14 below.

13. **Allocation of Vessels for Operations.** The lift capacity available to the DXP is constrained by operational and higher priority commitments. DJtCap provides a strategic lift priority for each

exercise, which is assessed against the relevant military and political priority accorded to the exercise by the Front Line Command (FLC) and relevant Defence Relations Directorate respectively. DSCOM will advise on the proportion of the DXP that can be supported by organic MOD sealift. Where this is not available, DSCOM will advise on potential charter arrangements, which will be funded by the exercise sponsor (FLC, PJHQ, DLO or HQ DSF). However, if the lack of organic strategic sealift is caused by an ongoing operation, ACDS (Log Ops) will be approached for authorisation to backfill charter for exercises, which will then be charged to that concurrent operation.

14. **Allocation of Vessels for Exercise and other Tasks.** The co-ordination of requests for sealift support for exercises is conducted within DSCOM by SO2 Sealift Ops. However, this function demands sponsor compliance with the following procedures:

- a. **MOD Defence Exercise Programme (DXP).** Details of exercises, especially those requiring sealift support, must be notified through FLCs to DJtCap SO2 Ex at least 15 months in advance of the start of the exercise for inclusion in the DXP, which is updated by the DJtCap Exercise Staff. The exercise bids and the associated pattern of sealift support will then be co-ordinated, costed and prioritised into the DXP, which is presented annually to MOD Chiefs of Staff for endorsement. Since sealift to support exercises is always at a premium, some bids will not be successful. Early identification of shortfalls should enable sponsors to make provision within their Long Term Costing (LTC) bids for the funding of CCS or other nations' shipping. Where full details of exercises are not known, outline estimates must be submitted and revised as soon as the information is known. Exercises that do not appear in the DXP are unlikely to be allocated sealift support.
- b. **Bidding Procedure.** Inclusion in the DXP does not imply that an exercise will receive sealift support. Units should bid for sealift support through their normal chain of command to their Command exercise sponsors; (RN through NCHQ for attn SO2 Movement; Army through Army HQ for attn SO2 OTX; RAF through HQ AIR for attn EX 4; SF bids through HQDSF; and PJHQ bids through J7 for attn SO1 J7 (Ex)). Commands should submit their respective provisional co-ordinated bids to DSCOM, SO3 Sealift, the secretary of the SAC, info MOD, DJtCap SO2 Ex by the fifth of the month 3 months prior to the month of planned movement e.g. January for April. These bids are to include full details of the exercise name, DXP serial number and the unit(s) requiring sealift as well as the bidding information at Paragraph 18. Submission of bids should be made by email, signal or letter to DSCOM.
- c. **Allocation.** Sealift will then be allocated at the next SAC in accordance with SAPs. Any provisional allocation or inclusion in the DSCOM Shipping Programme, for planning purposes, made prior to the SAC 3 months before planned movement will not be considered as a formal allocation.

Exercises where specific sealift bids have not been received will not be considered by the SAC, although the exercise and its sealift requirement may be included in the DXP.

15. **Liaison.** Contact between military officers and the ship owners is to be confined to practical matters affecting the use of the ship and should not be initiated until DSCOM have advised that the contractual terms have been settled. Under no circumstances are military officers to conduct any form of negotiations with ship owners or their agents. A copy of the charter party agreement / terms of fixture will be forwarded when the negotiations have been finalised.

MOVEMENT BY SHIP - F/MOV/292

16. **General.** The F/MOV/292 is to be used when units, formed drafts or parties travel in HM Ships, RFA, scheduled passenger sailings (other than ferries) or in commercial ships chartered by DSCOM.

17. **Compilation.** The dispatching unit is to raise a separate set of forms in respect of each draft or party. A nominal roll is to be attached to each copy of the F/MOV/292, giving the personal details of the passengers proceeding, under the following headings:

Table 1: Passenger Headings

1.	Serial Number
2.	Surname
3.	Forenames
4.	Rank or Rating
5.	Official Number
6.	Receiving ship, unit or establishment to which proceeding
7.	NATO Rank Code (when passengers are being embarked at a NATO controlled port)

18. **Handling of Forms.** The F/MOV/292 is to be prepared in the number of copies as indicated above by the unit or authority responsible for the assembly and dispatch of the personnel concerned at the port of embarkation (POE). The forms are to be taken by the officer or person in charge of the unit or party and handed to the embarkation authority, except as described in the Paragraph below.

19. **Distribution of F/MOV/292** when Embarkation and Disembarkation is Controlled by Movements Staff. When embarkation and disembarkation is controlled by movements staffs (including RN Barracks or other naval authorities at ports of embarkation) the number of copies required and distribution, unless directed otherwise, is as follows:

- a. Five copies are to be prepared and handed to the movements staff at the POE.
- b. On embarkation and after the completion and signing of forms as appropriate, the movements staff at the POE is to retain one copy for their own use and forward the remaining copies as follows:
 - (1) One copy to OC the unit or party or to OC Troops on board.
 - (2) One copy to the dispatching unit.
 - (3) Two copies to the movements staff at the port of disembarkation (POD).
- c. On the ships arrival at the POD, the OC unit or party or the OC Troops on board is to hand their copy (amended as necessary in the event of casualties) to the Movements staff at the POD.

20. **Distribution of F/MOV/292 - Groups of Passengers on Commercial Ships.** When formed drafts or parties travel as passengers on commercial ships on scheduled sailings, the number of copies required and distribution is as follows:

- a. Three copies of the F/MOV/292 and nominal roll are to be raised by the dispatching unit and handed to the OC of the party.
- b. On arrival at the POE, the OC is to complete the relevant panels of the form and sign the 3 copies. One copy is to be posted to the dispatching unit, one copy is to be forwarded to the receiving ship, unit or establishment to which the party is proceeding and the third copy is to be retained by the OC. At arrival at the destination, the OC is to complete the relevant panels of this copy and hand it to the appropriate authority receiving the party.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 3 - MOVEMENT OF PASSENGERS BY SEA

CHAPTER 2 – MOVEMENT OF PERSONNEL IN HM SHIPS

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	3-2-1
Authority for Passage		
2	Authority for Passage	3-2-1
Categories of Passengers		
3	MOD Sponsored Passengers	3-2-2
4	Non-Sponsored Passengers	3-2-2
Passage Arrangements		
5	Passage Arrangements	3-2-2
6	Notification of Departure – Signals	3-2-2
7	Notification of Failure to Embark – Signals	3-2-2
8	Movement of Formed Draft or Parties	3-2-3
9	Civilians Conveyed in HM Ships - Notification to Immigration Authorities	3-2-3
10	Report by HM Ships - Capacity for the Carriage of Passengers, Cargo and Mail	3-2-3
11	Restrictions on Baggage of Passengers	3-2-4
12	Utilisation of Shipping Space - Overseas	3-2-4

INTRODUCTION

1. **Introduction.** Chapter 2 identifies the authority for the movement of personnel in HM Ships, delineating those categories of passengers entitled to passage. In addition, Chapter 2 provides guidance on the procedures involved in the embarkation of passengers and further administrative aspects therein.

AUTHORITY FOR PASSAGE

2. **Authority for Passage.** Except in an emergency, passengers are not to be carried on a HM ship without a special order from the CinC Fleet or other authority exercising full command or a subordinate authority, which has been given the appropriate delegated authority. Should it be necessary in an emergency, to embark non-entitled passengers on board without the prior approval required by this paragraph, details are to be reported subsequently to the CinC Fleet or other authority exercising full command.

CATEGORIES OF PASSENGERS

3. **MOD Sponsored Passengers.** Passengers whose carriage in Service transport is clearly in the interests of the MOD may be regarded as 'MOD sponsored' and as such are not required to provide any indemnity. MOD sponsored passengers are classified as follows:

- a. Service personnel, MOD civilians and other Crown servants carried in the course of their duty.
- b. Persons engaged in a MOD contract, whose carriage is necessary to the contract. Such carriage should normally be subject to the indemnity provisions of the relevant Defence contract.
- c. Persons whose carriage is officially approved by DNR, DAR, or D of R (RAF) with a view to future recruiting.
- d. Persons carried in an emergency on urgent compassionate grounds.
- e. Representatives of the news media or other persons carried for PR reasons, which have been approved by the Defence PR staff as being of benefit to the Services.
- f. Representatives of the media where a charge representing the equivalent of full commercial costs is raised against the employer or person concerned.
- g. Families carried in vessels on RN 'Families Days'.

4. **Non-Sponsored Passengers.** Passengers not sponsored by the MOD (those whose carriage cannot be regarded as being in the interests of the MOD and who are not covered in the previous paragraph) are required to arrange an insurance policy incorporating the indemnity required as shown in Annex B to Part 3 Chapter 3. Evidence of this insurance cover is to be produced prior to the voyage. Non-sponsored passengers are also required to pay their own messing expenses in accordance with BR 31.

PASSAGE ARRANGEMENTS

5. **Passage Arrangements.** These are detailed as follows:

- a. **Officers and Non-Industrial Civilians.** Embarkation instructions are to be issued by the DPRC or, abroad by the appropriate authority, to Officers and non-industrial civilians, who are to be instructed to report direct to the ship. Advance information of those reporting is to be sent to the ship and copied to the appropriate Naval authority at the port. On sailing, the DPRC or, abroad the local authority, is to be notified by signal of any officers or officials who fail to report.
- b. **Others.** Service personnel (other than officers) and industrial civilians will be required to report to the RN Barracks or appropriate naval authority of the port of sailing. Embarkation instructions, which are to give the official numbers and ranks of the Service personnel and the names of the civilians, are to be issued by DPRC or, abroad, by the appropriate naval authority to parent units concerned. The instructions are to be copied to the ship and shore authorities concerned for information.

6. **Notification of Departure - Signals.** The DPRC is to notify the overseas authorities concerned, by signal, of details of passages arranged from UK in HM Ships. Signals are to be dispatched as far in advance of scheduled sailing dates as possible and are to be copied to UK Service authorities as required under current regulations.

7. **Notification of Failure to Embark - Signals.** In the event of a passenger or passengers failing to embark, the appropriate naval authority at the port of sailing is to inform the DPRC of the

name(s) of the person(s) concerned. The signal is to be copied to all interested authorities in the UK and overseas.

8. **Movement of Formed Draft or Parties.** The F/MOV/292 is to be used when formed drafts or parties take passage in HM ships.

9. **Civilians Conveyed in HM Ships - Notification to Immigration Authorities.** Notice of the proposed embarkation for civilians in HM ships for passage abroad must always be given by the appropriate naval authority at the POE to the local immigration or customs authorities in order that they have the opportunity of passing the passengers through their control. In cases where large parties are involved, notice should be given to the immigration or customs authorities as long as possible beforehand.

10. **Report by HM Ships - Capacity for the Carriage of Passengers, Cargo and Mail.** In order that the fullest possible use may be made of opportunities for sending passengers or urgent stores in HM ships, the information given below is to be signalled to the MOD Navy in respect of all ships sailing from the British Isles. Except when the ship is sailed by MOD Navy, this report is to be initiated by the RN CinC or appropriate naval authority responsible for sailing the ship, who should copy the MOD Navy the signal in which he calls for the report. For ships sailing from ports abroad, the report should be made as directed in station orders. The report is to include the following details:

- a. Name of ship.
- b. Final sailing port.
- c. Date of departure.
- d. Destination, including intermediate ports.
- e. Number of officers (under following headings) who can be embarked for passage:
 - (1) Captain RN and above.
 - (2) Wardroom Officers.
- f. Number of ratings (under following headings) that can be embarked for passage:
 - (1) Warrant Officers.
 - (2) Chief Petty Officers.
 - (3) Petty Officers.
 - (4) Other ratings.
 - (5) (Unless ship specifically reports otherwise, it will be assumed that passengers may be of any Service).
- g. Cubic capacity available for mail and date required for shipment.
- h. Space available for the conveyance of official secret and confidential bags and the date required for shipment.
- i. Space available for cargo, indicating limits of sizes and weight most suitable for handling, as well as total tonnage measurements that can be taken and date required for shipment.

j. Space available for DG Class 1 (explosives), other than the ships normal outfit, which can be transported without prejudice to fighting efficiency.

11. **Restrictions on Baggage of Passengers.** To safeguard against fire and damage, the carriage of certain articles is forbidden and a notice modelled on that below is to be brought to the attention of all passengers:

DANGEROUS MATERIALS

Explosives, flammable and dangerous or explosive substances or liquids are NOT to be shipped as baggage

12. **Utilisation of Shipping Space - Overseas.** Naval administrative authorities overseas are to make similar arrangements to those given above for utilising available space for entitled MOD passengers and cargo.

PASSENGER TRAVEL INSTRUCTIONS

PART 3 - MOVEMENT OF PASSENGERS BY SEA

CHAPTER 3 – MOVEMENT OF PERSONNEL BY RFA

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	3-3-2
Entitled Categories		
2	Entitled Categories	3-3-2
Special Conditions		
3	Female and Child Passengers	3-3-2
Authority for Passage		
4	Authority for Passage	3-3-2
5	Commanding Officer's Discretion	3-3-3
6	Distressed British Subjects	3-3-3
7	Movement of Formed Draft or Parties	3-3-3
8	Civilians Conveyed in RFA Vessels - Notification to Immigration Authorities	3-3-3
9	Restrictions on Baggage of Passengers	3-3-3
10	Restrictions on Baggage of Passengers (Continued)	3-3-3
11	Accommodation	3-3-4
Indulgence Sea Passages in RFA		
12	General	3-3-4
13	Eligibility	3-3-4
14	Entitlement	3-3-4
15	Priority	3-3-4
16	Sponsorship	3-3-4
17	Method of Application ND and AD Controlled Vessels	3-3-4
18	Action on Receipt of Application	3-3-5
19	Notification to Applicants	3-3-5
20	Indemnity	3-3-5
21	Charges for Indulgence Passages	3-3-5
22	Return Journeys	3-3-5
23	Accommodation	3-3-5
24	Baggage Allowance	3-3-5

25	Documentation	3-3-6
26	Distribution of Form of Declaration of Conditions of Carriage	3-3-6

Carriage of Spouses and Families of Ships Officers on RFA Vessels

27	Carriage of Spouses and Families of Ships Officers on RFA Vessels	3-3-6
----	---	-------

Movement of Personnel in Army Department (AD) Vessels

28	Movement of Personnel in Army Department (AD) Vessels	3-3-6
----	---	-------

ANNEX A: APPLICATION FOR INDULGENCE PASSAGE ON A RFA

ANNEX B: CARRIAGE OF NON-MOD SPONSORED PASSENGERS IN SERVICE TRANSPORT - INDEMNITY FORM

INTRODUCTION

1. **Introduction.** Chapter 3 details the authority and conditions for carriage of personnel, whether duty or indulgence in RFA assets. For indulgence passage this chapter provides detail on application, sponsorship, priority and charges.

ENTITLED CATEGORIES

2. **Entitled Categories.** Entitled passages may be provided in RFA ships for members of the UK armed Forces, and civilian personnel employed in the Defence departments and their families, when the head of the family is travelling on duty. However, since freighting tankers are liable to diversion, duty passengers in those vessels are to be arranged only when other means of transport are not available or inappropriate. Attention is drawn to the fact that all RFA ships may experience sudden and unexpected alterations to their programme to meet operational commitments or contingent operations.

SPECIAL CONDITIONS

3. **Female and Child Passengers.** The following special additional conditions apply to female passengers and children between the ages of 10 and 18 years:

- a. Children under eighteen years must be accompanied by one of their parents or legal guardian, or by another adult passenger who has, with the agreement of the parents or legal guardian, consented to act as escort. Except for parents or guardians accompanying their own children, no passenger is to normally act as escort to more than 2 children. No more than a total of 4 children under the age of 18 years may be embarked on an RFA at any one time.
- b. Children under 10 years are not permitted to travel on an RFA.
- c. Approval will not be given for an unaccompanied female to take passage unless another female is currently serving on the ship, or unless 2 female passengers are travelling in the same grade of accommodation. Exceptions to this rule are when a wife travels with her husband, when female members of the Armed Forces and female MOD civilians are travelling on duty when there is no other female onboard.

- d. An expectant mother will not be granted passage within 3 months of her date of confinement. A certificate stating the expected date of confinement and confirming that the expectant mother is considered fit to travel by sea is to be obtained by the applicant from her General Practitioner.

AUTHORITY FOR PASSAGE

4. **Authority for Passage.** Authorisation for the carriage of official passengers on RFA vessels is vested in the authority exercising operational command (OPCOM) of the vessel. Local authorities wishing to obtain authorisation are to report the circumstances, together with the name, rank or status of the proposed passenger, and the justification for the passage by RFA vessel, to the authority exercising operational command of the vessel.

5. **Commanding Officer's Discretion.** It is within the discretion of the Master to refuse to carry a particular passenger, but his reasons for doing so are to be reported immediately to the authority exercising OPCOM of the vessel.

6. **Distressed British Subjects.** No prior approval is necessary for providing passages for distressed British subjects of either sex at the request of HM Consul or other proper authority. However, the Consul or authority is to be informed that, although the vessel may be routed to a particular port, diversion elsewhere is possible at short notice. All passages given to distressed British subjects will be reported to the MOD by the Master to enable the necessary financial adjustments to be made.

7. **Movement of Formed Draft or Parties.** The F/MOV/292 is to be used when formed drafts or parties take passage in RFA vessels.

8. **Civilians Conveyed in RFA Vessels - Notification to Immigration Authorities.** Notice of the proposed embarkation for civilians in RFA vessels for passage abroad must always be given by the appropriate naval authority at the POE to the local immigration or customs authorities in order that they have the opportunity of passing the passengers through their control. In cases where large parties are involved, notice should be given to the immigration or customs authorities if possible beforehand.

9. **Restrictions on Baggage of Passengers.** In order to safeguard against fire and damage, the carriage of certain articles is forbidden and a notice modelled on that below is to be brought to the attention of all passengers:

DANGEROUS MATERIALS

Explosives, flammable and dangerous or explosive substances or liquids are NOT to be shipped as baggage

10. In addition, baggage going to and from vessels carrying armament stores may have to pass through a magazine area. Because it is an offence against Magazine Regulations to introduce some substances into the magazine area, the following additional warning is to be brought to the attention of the owners of the baggage:

Tobacco, cigarettes, matches, lighters, lighter fuel and other smoking materials are not permitted to pass uncontrolled through the magazine area of ND Armament Depots. Any such items must not be placed in baggage, accompanied or not, but must be carried by the passenger and declared on arrival at the depot to the MOD Police who will arrange for their transport through the depot.

11. **Accommodation.** It may be necessary for families to be split between different cabins. Passengers are to ensure that their accommodation is kept in a clean and tidy condition throughout the voyage.

INDULGENCE SEA PASSAGES IN RFA

12. **General.** The principle underlying the grant of indulgence passages in RFAs is that, after all persons entitled to travel at public expense have been provided for, any vacant accommodation may be used for the grant of such passages, provided that no expense to the Crown is involved. Indulgence passengers will not normally be accepted in vessels carrying Class 1 or certain other categories of DG or in vessels tasked in support of exercises.

13. **Eligibility.** The following categories of personnel are eligible to apply for indulgence passages:

- a. Serving members of UK Armed Forces.
- b. Serving UKBC of the MOD.
- c. UKBC of certain PAG serving overseas in defence work (Commands are informed by letter of those staff that are eligible).
- d. SSAFA nursing sisters, deputy directors and welfare officers (overseas) who administer the nursing service abroad (other SSAFA personnel are not eligible).
- e. Serving personnel of Commonwealth Armed Forces.
- f. Families of the categories listed above. For this purpose, an applicant's family is defined as the spouse, same sex partners in a civil registered partnership and dependent children resident in the household. Spouses/children are not normally permitted to travel when the personnel listed in the categories a-e are travelling on duty.
- g. Other applicants as approved by the tasking authority.

14. **Entitlement.** Previous service in the Armed Forces or Defence departments, or current service in the reserve, auxiliary, territorial or pre-entry cadet forces is not a qualification.

15. **Priority.** In general, passages will be granted in the order that applications are received. An application may however, be given priority when there are special Service, compassionate or welfare reasons for travel. Account will also be taken of previous indulgence passages granted, and applicants who have been granted indulgence passages within the last 2 years will normally be considered after those who have had no such journeys.

16. **Sponsorship.** Every applicant is to be properly sponsored. The sponsor is to be the CO or head of establishment. It is their duty to establish that:

- a. The applicant is eligible for an indulgence passage in accordance with these instructions.
- b. Any special reasons that may be given in support of the application are factually correct.
- c. He is to sign the certificate at para 11 of the application form at Annex A.

17. **Method of Application ND and AD Controlled Vessels.** Three copies of the application form (Annex A) are to be submitted as follows:

- a. ND Controlled Vessels:
 - (1) For voyages commencing in the UK - To NAVY AFSUP-CM SO1, Afloat Support Division, NCHQ, Leach Building MP 4-3, Whale Island, Portsmouth, PO2 8BY.

- (2) For voyages commencing abroad - To the local SBNO.AD Controlled Vessels.
- (3) Voyages from UK to all destinations, coastal voyages in UK waters and voyages from NEW to overseas destinations when the vessels start in UK - To DSCOM.
- (4) Voyages from Continent to UK - To HQ UKSC(G) - Logs Sp (Tpt&Mov).
- (5) Voyages for overseas to UK or the Continent, inter and intra theatre - to the controlling movements authority in the overseas theatre, who will screen and forward the application to DSCOM.

18. **Action on Receipt of Application.** Applications for sea indulgence passages will be actioned as follows:

- a. Those which do not comply with the regulations will be returned to applicants.
- b. The remainder will be acknowledged and retained for further consideration until the latest date of travel in the application. After that date the application will automatically be cancelled without notification.
- c. No subsequent telephone calls or written communications are to be made to the MOD and if 'call forward' is not received, it is to be assumed that a passage is not possible.

19. **Notification to Applicants.** When it appears likely that there may be an opportunity for a passage, applicants will be informed by telephone or letter giving reporting instructions. However, as indulgences, passages are offered on the understanding that the vacant space is not required for duty passengers, the offer of an indulgence passage may have to be withdrawn at any time prior to the departure of the vessel.

20. **Indemnity.** Before commencing a voyage, each passenger or head of family is to obtain insurance cover and arrange for the insurers to complete the form at Annex B. This form is to be produced to the Commanding Officer on embarkation.

21. **Charges for Indulgence Passages.** Indulgence passengers are required to pay a daily charge to cover the cost of meals and accommodation. This charge is calculated on the number of voyage days and is to be paid in cash to the ships purser on embarkation. Should a ship be delayed, extra charges will be raised. Should an indulgence passenger be off loaded 'en-route' in favour of a duty passenger, the cost of all meals and accommodation on land, until they are re-embarked on another RFA vessel or proceeds on their journey at their own expense, is the passengers' own responsibility. If Service meals and accommodation are provided while so disembarked, they are likely to be on repayment. Provided the passenger proceeds to his original destination by RFA vessel, no further indulgence charge is payable. When it is not possible to arrange an onward passage, no refund of any part of the indulgence charge is permissible.

22. **Return Journeys.** If a return journey is required, a separate application for passage is to be made. If no passage is available, the applicant is responsible for their return journey and sponsors must satisfy themselves of the applicant's ability to pay for this. When circumstances permit, passengers who have been granted a round trip will be allowed to remain embarked for the whole voyage. However, this will not always be possible and passengers would then be required to disembark and make their own accommodation arrangements.

23. **Accommodation.** It may be necessary for families to be split between different cabins. Passengers are to ensure that their accommodation is kept in a clean and tidy condition throughout the voyage.

24. **Baggage Allowance.** Baggage is to be limited to what can be carried by the passenger, the equivalent of 2 suitcases.

25. **Documentation.** Indulgence passengers are to be in possession of the following:
- a. A valid passport with visas where applicable.
 - b. Valid vaccinations and inoculations suitable for the voyage. For voyages outside some waters, the passenger must also provide a medical certificate declaring fitness to travel.
 - c. Sufficient funds to cover the return journey and the other financial hazards associated with indulgence travel.
 - d. Certificate of expected date of confinement (for pregnant women).
26. **Distribution of Form of Declaration of Conditions of Carriage.** The controlling movements authority is to distribute the copies of the form of declaration of conditions of carriage (Paragraph 10 Annex B of this Chapter). The third copy is to be returned to the passenger on embarkation.

CARRIAGE OF SPOUSES AND FAMILIES OF SHIPS OFFICERS ON RFA VESSELS

27. The regulations concerning the carriage of spouses¹ and families of ships' officers on board RFA vessels are detailed in Regulations for RFA (BR875).

MOVEMENT OF PERSONNEL IN ARMY DEPARTMENT (AD) VESSELS

28. Movement of personnel on duty in AD vessels is to be in accordance with the instructions listed above. On the rare occasions that indulgence passengers are carried, the principles and procedures are as detailed above.

¹ For the purposes of this JSP spouse includes same sex partners who are in a registered civil partnership.

ANNEX A TO PART 3 CHAPTER 3: APPLICATION FOR INDULGENCE PASSAGE ON A RFA

To

1. Number of passages now applied for:

Details:

Person for whom application is being made:

Number: Rank/Status: Name:

Relationship to Head of Family:

Children's Names: Age:

Head of Family:

Number: Rank/Status: Name:

Ship/Unit/Dept and location of Applicant/Head of Family:

Nationality: Religion:

Passport No:

Is Passport Valid? Yes/No

Next of Kin - (Not husbands or wives/families if travelling together):

Name: Address:

Relationship:

Passage required from: to:
on: (single journey only):

Commencement of Voyage Earliest date
Latest date

Notes:

Time band not to exceed one month.

Application will be cancelled AUTOMATICALLY if passage not offered by latest date.

Indulgence passages (sea and air) granted during past two years (if nil, state nil).

From: To: Date:

From: To: Date:

(Continue on a separate sheet if necessary):

Reason for current application:

Applicant to be notified at address:

Tel No:

Certificate of Applicant (or Head of Family):

"I certify that I have read and understood the regulations for RFA indulgence passages as promulgated in current instructions and that I am eligible to apply for a RFA indulgence passage in accordance with these regulations and in particular.

I accept that I have no claim on Service facilities. I am able to make my own arrangements at my own expense for road or rail transport to the reporting point for departure and from the port of disembarkation, and for my accommodation required other than that provided from Service sources during the voyage.

I am aware that this application is for a single journey only and where a return journey is required, I./ the* applicant(s) must not count on indulgence passage being available.

If no return sea/air indulgence passage is available I/the* applicant is able to arrange for, and to meet the cost of the return journey by civil means at a cost of:

..... From: to: before:

(Service personnel should insert the cost of the return passage, the departure and destination ports and the final date of leave authorised).

I accept that the ship may be delayed or diverted and that I/the* person(s) named on application may be offloaded at any stage of the journey in favour of official passengers or freight, and that I have no claim in Service facilities should this occur.

I will at all times obey the orders of the ships officers.

I am aware that I/dependants must not telephone or call at MOD regarding an indulgence travel application.

I realise that if I am granted a passage, I must obtain insurance cover and am prepared to produce a policy upon embarkation which must contain the form of words as in Annex B.

I will pay such messing charges as may be required.

I am aware that the vessel is not a passenger vessel and there is no condition or warranty that she is fit for the carriage of passengers or has any of the normal amenities for passengers.

I am aware that the baggage for accompanied passages is limited to a maximum of 2 suitcases (or equivalent) per person"

Signature:

Applicant/Head of Family

No:

Rank/Status:

Name:

(BLOCK CAPITALS)

ANNEX B TO PART 3 CHAPTER 3: CARRIAGE OF NON-MOD SPONSORED PASSENGERS IN SERVICE TRANSPORT - INDEMNITY FORM

1. Form of Indemnity to be incorporated in an insurance policy taken out by the individual, sponsoring organisation, parent or guardian:

a. "In respect of the carriage of the person named in the Schedule hereto from:
To: in: (Type of Transport), the insurer
agrees to indemnify the Crown, its servants or agents (the insured) against all claims
to a minimum of £500,000 per claim and unlimited in total:

(1) Arising out of personal injuries (whether fatal or otherwise) to the said person or persons or any of them.

(2) For loss or damage to the property of the said person or persons or any of them for which the insured would be legally liable notwithstanding any negligence or other breach of legal duty on the part of the insured, its servants or agents. This agreement shall be construed and have effect in accordance with English Law"

The Schedule

Name:

(BLOCK CAPITALS)

Age:(if under 18)

Sponsoring Organisation:(if applicable):

Date:

Signature:

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 3 - MOVEMENT OF PASSENGERS BY SEA

CHAPTER 4 – MOVEMENT OF ACCOMPANIED VEHICLES BETWEEN UK AND EUROPE

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	3-4-1
General Conditions and Regulations		
2	Definition	3-4-2
3	Clearance	3-4-2
4	Movement Options - Cross Channel	3-4-2
5	Authority for Use	3-4-2
6	Staging Facilities in UK	3-4-2
7	Routes through France, Belgium, Netherlands, Luxemburg and Germany	3-4-2
8	Routes through all other Countries	3-4-2
Authorisation and Booking of Accompanied Vehicles		
9	Navy Department Moves	3-4-3
10	Army Department - Operational, Exercise and Training Moves	3-4-3
11	Air Force Department Moves	3-4-3
Army Department - Temporary Duty Visits to The Continent		
12	Application	3-4-3
13	Hired Vehicles	3-4-3
14	Baggage	3-4-3
15	Action by HQ Regional Command Staff	3-4-3

Annex A: Application for Movement of Personnel and Service Vehicles to The Continent for Temporary Duty (AD)

INTRODUCTION

1. **Introduction.** Chapter 4 provides information regarding the movement of accompanied vehicles between the UK and Europe including the services and routes available. This chapter provides guidance on authority for movement and where personnel may find the procedures for application.

GENERAL CONDITIONS AND REGULATIONS

2. **Definition.** The term 'accompanied vehicle' means a Service or Service hired vehicle travelling between the UK and the Continent of Europe accompanied by a driver (and passengers) and where the primary, or only purpose of the journey is to transport the vehicle and passengers. When the vehicle is also carrying freight, the provisions of JSP 800 Volume 3 also apply. In the specific cases of convoy movement, the provisions of JSP 800 Volume 5 also apply.
3. **Clearance.** Application for clearance is mandatory and units must ensure they comply with the policy within this chapter and JSP 800, Vol3, Leaflet 29. There are two types of clearance as follows:
 - a. **Staff Clearance (SC).** SC is the routine procedure for authorising visits or temporary duty and is applied for through HQ BFG and/or the relevant British Embassy or Defence Attaché.
 - b. **Political Clearance (PC).** PC from each Nation is required for all exercises, training, recces and transit through other nations frontiers. PC is applied for through HQ BFG and/or the relevant British Embassy or Defence Attaché.
4. **Movement Options - Cross Channel.** Cross Channel movement by surface can be undertaken by:
 - a. **Dedicated Military Line of Communication Service (DMLOC).** In meeting the routine re-supply and maintenance of Germany, RFA and charter vessels operate on a regular basis between Marchwood Sea Mounting Centre (MSMC) and continental Europe. Generally, this can minimise the cost of movements by sea between the UK and European Continent but is subject to the formal bidding process for Strategic Shipping as outlined within 2017DIN03-005.
 - b. **Commercial Ferry Service.** There are several ferry companies operating out of UK ports to Continental Europe.
 - c. **Channel Fixed Link (CFL).** Bookings for personnel travelling in cars, mini-buses and coaches should be made utilising DSCOM arranged enabling contracts.
5. **Authority for Use.** Authority for deviation from the normal short cross-channel routes to and from the Continent may only be given by the HQ controlling the movement budget. RAF units are authorised to use most UK ferry services and the CFL, irrespective of contract, subject to local budgetary constraints. However, a number of advantageous contracts have been let and these should normally be used for the movement of official Service personnel. Details are available from DSCOM.
6. **Staging Facilities in UK.** Staging facilities are available at Shorncliffe or as detailed by Army HQ. Except by prior arrangement there are no staging facilities at MSMC.
7. **Routes through France, Belgium, Netherlands, Luxemburg and Germany.** All vehicle parties proceeding through France, Belgium, Netherlands, Luxemburg and Germany are to be cleared through 29 Regt RLC and the relevant National Movement Coordination Centre (NMCC). Failure to do so may result in being halted, impounded or even arrested by civil authorities. Further details can be found in JSP 800, Vol 3, Leaflet 29.
8. **Routes through all other Countries.** Routes through all other countries require clearance by the relevant National Movement Coordination Centre (NMCC) and must be coordinated by

individual FLC's and formation HQ. Applications should be submitted well in advance¹ of the planned date of movement and in consultation with the relevant DA staff.

AUTHORISATION AND BOOKING OF ACCOMPANIED VEHICLES

9. **Navy Department Moves.** In the relatively infrequent instances that RN and RM accompanied vehicles need to travel from UK to the Continent, application is to be made in accordance with current procedures.

10. **Army Department - Operational, Exercise and Training Moves.** The sea movement of UK based Regular and Reservist vehicle parties to Scandinavia and NEW for overseas training and exercises is authorised by HQ Field Army. Staff tables and bids for movement are to be submitted to HQ Field Army (Support Branch Movements) in accordance with Command procedures.

11. **Air Force Department Moves.** The authority for accompanied vehicles to travel to the Continent has been delegated to unit transport officers. Full details of the procedures to be followed are in RAF Surface Movements Instructions (SMIs).

ARMY DEPARTMENT - TEMPORARY DUTY VISITS TO THE CONTINENT

12. **Application.** Applications from units for authority to move UK based passengers and vehicles to the continent for temporary duty visits are to be submitted, using the form at Annex A (4 copies), to HQ Regional Command not less than 2 months in advance of the visit.

13. **Hired Vehicles.** When planning a visit, the visiting unit is to establish whether a suitable Army Department (AD) or hired vehicle can be available under the arrangements of the unit to be visited (sponsor unit). If AD transport is not available the sponsor should inform the visitor so that the cost of a hired vehicle can be assessed in relation to the cost of sea, rail or combined movement (and associated subsistence) from and to the UK. Local availability, or otherwise, should be recorded on a certificate to be attached to the normal staff clearance authority.

14. **Baggage.** A visiting unit may identify a need to take more baggage than the air trooping baggage scales permit and an excess baggage authority may therefore be required. In this case, the use of a unit vehicle may well provide an economic and convenient method of freight movement by road, rail and sea. In this instance, the visiting unit is to submit a case to HQ Regional Command G3 O&D staff for approval. This should include an application for an excess air baggage authority for staffing to DSCOM. If such application is approved, the need for vehicle movement no longer applies. If the application is not approved, the fact should be recorded on the vehicle movement application.

15. **Action by HQ Regional Command Staff.** Div/District staff should satisfy themselves that a genuine need exists before authorising the applications for temporary duty visits. Once the authority has been given, actions are as follows:

a. **Secure Staff Clearance and Attribute Costs.** On receipt of applications, the Div/District staffs establish the requirement for a vehicle from the UK to be used as outlined above. An appropriate budget, UIN and Movement Financial Authority is to be endorsed on applications so that any costs can be correctly attributed. Normal staff clearance for the visit is also to be obtained.

b. **Apply to DSCOM.** If clearance is given, Div/District staff are to forward to DSCOM, 2 copies of applications (Annex A) recording executive authorisation (valid need), financial authorisation (travel by commercial ferry if necessary) and staff clearance details normally 6 weeks in advance of the visit. An acceptable date adjustment band for both outbound and

¹ Normally 60 days prior to the requested movement date.

return journeys should be included. Authorisation and instructions are normally passed by signal or fax to the originating unit and other agencies.

c. **Booking and Notification.** On receipt of applications from the Div/Districts, DSCOM will establish if there is a suitable LSL/Service vessel sailing. In this case, no charge will, at present, be made to the districts. Some adjustments of dates may have to be accepted to facilitate use of DMLOC services. If this is not possible, the movement of the vehicle and passengers by commercial means will be considered. Appropriate instructions will then be issued by DSCOM to all concerned, together with a notification of approximate ferry charges, if any, where this is possible.

d. **Non-Entitled Passengers.** When non-entitled passengers are required to move overseas in Service vehicles, authority for the movement is to be sought from the appropriate Service/MOD authority.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX A TO PART 3 CHAPTER 4: APPLICATION FOR MOVEMENT OF PERSONNEL AND SERVICE VEHICLES TO THE CONTINENT FOR TEMPORARY DUTY (AD)

PART 1	
Reference	
Date	
To Division/District	
From:	
1. Approval is requested to take the following Service vehicle(s) to the Continent on reasons of temporary duty.	
2. Vehicle – Types	Registration Numbers
3. Details of Move From: Dates: To: Dates:	
4. The following passengers will be moving with the vehicle(s):	
Rank/Status	Name & Initials
5. Destination Abroad	
6. Objective of the visit and full justification for taking Service vehicle(s) (use separate sheet if necessary):	
7. Staff Clearance reference (attach copy)	Signed
	Name
	Rank
	Appointment
	Phone
	Date:
PART 2	
To <i>DSCOM</i>	
From Division/District	
Authority is/is not granted for the vehicle(s) detailed in Part 1 to be taken out of the UK by the following route for the following reasons:	
	Signed
	Name
	Rank
	Appointment
	Phone Number
	Date
PART 3	
To	
From <i>DSCOM</i>	

	Signed
	Name
	Rank
	Appointment
	Phone Number
	Date

UNCONTROLLED COPY WHEN PRINTED

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 3 - MOVEMENT OF PASSENGERS BY SEA

CHAPTER 5 – MOVEMENT BY FERRY TO NORTHERN IRELAND, THE BRITISH ISLES AND EUROPE

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	3-5-2
Division of Responsibility		
2	Unit Responsibilities	3-5-2
Booking Information		
3	Discounted Fare Offers (DFOs)	3-5-2
4	Movement Financial Authority (MFA)	3-5-2
5	Bookings	3-5-2
6	Payment	3-5-2
7	Refunds	3-5-2
Surface Movement by Ferry to The Continent and Northern Europe (On Temporary Duty) - Additional Requirements		
8	Booking Procedures	3-5-2
Surface Movement by Ferry to The Continent and Northern Europe (On A Land Sponsored OTX) - Additional Requirements		
9	Staff / Vehicle Clearance	3-5-3
Surface Movement by Ferry to and from Northern Ireland (NI)		
10	Routes	3-5-3
11	Travel to NI - Method of Booking and Ticketing.	3-5-3
12	Travel from NI - Method of Booking and Ticketing.	3-5-3
13	Detached Units	3-5-3
14	Cancellations and Amendments	3-5-3
15	Private Vehicles	3-5-4
16	Concessionary Fares	3-5-4
17	Security	3-5-4
18	Berths	3-5-4
19	Pets	3-5-4
Annex A: FMov/562e (Jun 18) Passenger Booking Form		3-5-A-1

INTRODUCTION

1. Chapter 5 identifies the authority and responsibility for the booking and use of ferry travel. This chapter provides details on travel to N. Europe and the Continent on TDY or Land Force sponsored OTX and travel to Northern Ireland.

DIVISION OF RESPONSIBILITY

2. **Unit Responsibilities.** Domestic ferry travel is deemed to be a unit responsibility or as directed by single Service instructions. The DPRC, which previously provided this service, only supports MOD Centre units and, where applicable, HM ships afloat. The HQ Regional Command Movements Detachments Bulford and Lisburn provide the service for Army Divisional units and some MOD units parented by these DMOCs. Army units should therefore continue to book through their Leave and Movements Clerk. Bookings are made using ePC linked to Unit UINs. Leave travel is centrally funded. All other Service and MOD units with ferry requirements are expected to put in place their own processes for booking ferries.

BOOKING INFORMATION

3. **Discounted Fare Offers (DFOs).** Defence Travel (DT) will negotiate MOD DFOs with the most commonly used ferry companies. These DFOs are based on blanket discounts against the normal publicly available fares. The details of these DFOs are published on the Defence Intranet at [Arrange Travel - Book a Ferry](#) Defence Travel website or may be obtained from the Sponsor. A list of ferry DFOs/suppliers is maintained on the Defence Travel website.

4. **Movement Financial Authority (MFA).** Accurate MFAs must be entered on all booking requests. See Part 2, Chapter 3 for instructions for completing a MFA.

5. **Bookings.** Bookings can be made against the MOD negotiated rates by fax and Email (using a F/Mov562e Application for Authorised Travel form, see pages 5 and 6 of this document). Care should be taken when divulging ePC details. Bookers should be aware that several ferry companies offer a fixed tariff for meals and/or landing rations. Meals / rations can be pre-booked prior to sailing. Ferry companies which do not offer this service, meals and / or landing rations must be bought on board by the individual and claimed back through his / her unit pay office. Bookers should always seek advice from ferry companies for any additional discounts for Group Bookings. Responsibility for checking the propriety of bookings rests with budget managers/holders and sponsors / authorisers and not with the MOD booking agencies. Budget holders must satisfy themselves that travel is properly authorised and the most logical and economic route has been used. Budget managers should carry out a random check of not less than 5% (by volume) of all travel costs against their budgets.

6. **Payment.** For all MOD negotiated DFOs payment is to be by ePC.

7. **Refunds.** Where the ticket conditions allow, refunds are payable against unused tickets.

SURFACE MOVEMENT BY FERRY TO THE CONTINENT AND NORTHERN EUROPE (ON TEMPORARY DUTY) - ADDITIONAL REQUIREMENTS

8. **Booking procedures** are the same as those described above. Staff and / or vehicle clearance is required when travelling to the Continent and Northern Europe and should be in accordance with single Service movement instructions.

SURFACE MOVEMENT BY FERRY TO THE CONTINENT AND NORTHERN EUROPE (ON A LAND SPONSORED OTX) - ADDITIONAL REQUIREMENTS

9. **Staff / Vehicle Clearance.** As per JSP 800, Vol 3 - PT 2 - Leaflet 29 (Movement within Continental Europe).

SURFACE MOVEMENT BY FERRY TO AND FROM NI

10. **Routes.** The surface routes from the UK mainland to NI are between:

- a. **Liverpool (Birkenhead).** Belfast (Stena Line (DFO 007)).
- b. **Heysham.** Belfast (Freight Only, Stena Line (DFO 007)).
- c. **Cairnryan.** Larne (P&O Ferries (DFO 004)).
- d. **Cairnryan.** Belfast (Stena Line (DFO 007)).
- e. **Holyhead.** Dublin (Stena Line (DFO 007)).
- f. **Fishguard.** Rosslare (Stena Line (DFO 007)).

11. **Travel to NI - Method of Booking and Ticketing.** For ferry booking and payment see Part 3 Chapter 5 Paragraphs 01 - 05. The link at Arrange Travel - Book a Ferry gives details of ferry companies for Regional Command Movements Detachments bookers to contact. HM Ships (not shore establishments) should make bookings through DPRC. Northern Ireland Standing Order (NISO) 120 (Northern Ireland Leave and Travel) must be observed. RC Movements Detachment (Bulford) can be contacted as follows:

HQ Regional Command,
Movements Detachment Bulford,
SP4 9LS
Civ Tel: 01980 672257 / Mil: 94321 2257
Email: RC-Sp-Mov-Bul-0Mailbox

12. **Travel from NI - Method of Booking and Ticketing.** Units not authorised to self-book are to submit a F/Mov 562e Application for Authorised travel (see pages 5 and 6 of this document) to the HQ RC NI Mov Det, Lisburn. Self-bookers may contact the ferry companies direct and pay with ePC. Once booked, all e-ticket references will be forwarded to the unit Movements clerk to distribute as necessary. HQ RC NI Movements Detachment, Lisburn can be contacted as follows:

HQ Regional Command,
Northern Ireland Movements Detachment,
BFPO 801
Civ Tel: 02892 266265 / Mil: 9491 66265
Email: RC-Sp-Mov-NI-0Mailbox

13. **Detached Units.** For detached Units/Squadrons based in NI but from the UK mainland applications should be sent the relevant HQ RC Mov Det, as per Paras 11 & 12.

14. **Cancellations and Amendments.** Bookings can be cancelled or amended by submitting the F/Mov 562e with original booking reference to the originating HQ RC Mov Det.

15. **Private Vehicles.** Service personnel posted to NI are permitted to take their private car at public expense on posting and one car per journey for personnel on the NI Leave Scheme. Where both the Service person and spouse each own private motor vehicles and wish to take both vehicles on assignment, claims may be made in respect of both vehicles, including ferry crossings

as per JSP 752. A car is defined as a vehicle that does not attract freight rates. This entitlement does not apply to personnel on temporary duty or emergency tours. Additional vehicles are to be booked privately. (There is no entitlement to move trailers and caravans at public expense).

16. **Concessionary Fares.** Individuals wishing to arrange ferry passage for private vehicles that fall outside entitlement must contact the ferry company direct to add the vehicle to the booking and pay privately. MOD Leisure fares are available from all Northern Ireland ferry companies. Passengers must contact their unit movements clerk for MOD Leisure fare codes and ferry company contact details.

17. **Security.** All military personnel are required to provide details of any leave or duty travel to Northern Ireland (or the Republic of Ireland) to the CRAC cell at least 24 hrs prior to travelling. All service personnel must read the Northern Ireland Leave Brief and are to check Restrictions of Movements (ROM) and Out of Bounds (OOB) areas/establishments on the Northern Ireland Garrison Security Awareness Site (NIGSAS) prior to travelling.

18. **Berths.** Cabins are only available on the overnight sailing Liverpool (Birkenhead) - Belfast. Families are allocated cabins for their sole use. Single personnel are accommodated on a shared four-berth cabin basis, either male or female. Personnel will normally only share with other MOD passengers. As cabin space is limited early booking is advised.

19. **Pets.** Passengers may elect to take pets with them at private expense, subject to any regulations in force. Passengers should annotate their requirements on their application. Passengers must ensure they check with the relevant ferry company's conditions of travel, especially those traveling through the Republic of Ireland, as they may require pet passports.

APPLICATION FOR AUTHORISED TRAVEL

F/MOV/562E
 (Revised Jun 18).

FOR ALL PASSAGES EXCEPT FAMILIES AND SCV IAW JSP 800 VOL 2

TRIP REFERENCE LOCATOR

 MODE OF TRAVEL ☐ AIR ☐ RAIL ☐ SEA ☐ CHANNEL TUNNEL
 TICK AS APPROPRIATE

**NEW
AMEND
CANX**
 SEE PART 9

☐
☐
☐

 APPLICANTS ARE TO ENSURE THAT ASSOCIATED ACCOMMODATION REQUIREMENTS ARE CONFIRMED
 PRIOR TO SUBMISSION OF A TRAVEL APPLICATION. SEE NOTES

PART 1. PASSENGER DETAILS (as written in passport)

SERVICE NO	RANK	CAT CODE	SURNAME	FORENAMES	PASSPORT NO	TITLE	DOB	(Ferry bookings only)	
								NO OF PAX OUT	NO OF PAX IN

PART 2. PASSAGE

READY TO MOVE	LATEST TIME OF ARRIVAL	PREFERRED DATE OF TRAVEL	FROM	TO	VIA

PART 3. PASSAGE AND VEHICLE DETAILS FOR FERRY TRAVEL (inc trailer details)

DATE OF TRAVEL		TIME	FERRY COMPANY		FROM	TO	PASSAGE
							DEPARTURE
							RETURN
MAKE	MODEL	LENGTH Metres	HEIGHT Metres	WIDTH Metres	FOOT PAX	VRN	DECK LETTER

ADDITIONAL INFORMATION: (WEAPONS, HAZ, V&A, ANIMALS, CABINS, MEALS, NO. OF LANDING RATIONS)

PART 4. UNIT POC

CONTACT NAME	<input type="text"/>
TEL No	<input type="text"/>
FAX No	<input type="text"/>
OUT OF HOURS	<input type="text"/>
EMAIL	<input type="text"/>
UNIT ADDRESS	<input type="text"/>
	<input type="text"/>
POST CODE	<input type="text"/>

PART 5. MOVEMENT FINANCIAL AUTHORITY

TRAVEL CODE	<input type="text"/>
SERVICE CODE	<input type="text"/>
PURPOSE OF TRAVEL CODE	<input type="text"/>
BUDGET UIN	<input type="text"/>
SERIAL No	<input type="text"/>

PART 6. AUTHORISING SIGNATORY

NAME

RANK/GRADE

CONTACT No

SIGNATURE* Electronically Signed

(* For manual use only)

Authoriser's Declaration: DO YOU HAVE BUDGET HOLDER'S AUTHORITY? ☒ YES ☐ NO**PART 7. BUDGET HOLDER'S DETAILS**

NAME

RANK/GRADE

CONTACT No

Electronically Signed

PART 8. SPONSORSHIP DETAILS**JFET NO/STAFF CLEARANCE/JPA PID¹****SPECIAL REQUIREMENTS****AUTHORITY AND REASON FOR TRAVEL/VISIT SPONSOR****PART 9. CANCELLATION AND AMENDMENT**☐ CANCELLATION IN FULL☐ AMENDMENT TO APPLICATION

Provide full revised details of amendments inc revised MFA if required:

PART 10. GPC DETAILS (Optional use)

3rd Quarter Code/ Last 8 Digits

Security Code

Expiry Date

PART 11. UNIT STAMP (for manual use)

Unit Stamp

Date

PART 12. FOR OFFICE USE ONLY

Date Received

Date Booked

Date Amended

Amend/Refund Cost

Locator

Airline originator

Original Cost

Total Amended Cost

IMPORTANT: IN ACCORDANCE WITH GDPR AND/OR THE DATA PROTECTION ACT 2018, SUBMISSION OF THIS FORM PROVIDES YOUR CONSENT TO THE PROCESSING OF THE INFORMATION YOU HAVE PROVIDED ONLY FOR THE EXPLICIT LEGITIMATE PURPOSE OF THIS FORM. TO CARRY OUT THIS PURPOSE, YOUR DATA MAY BE SHARED WITH DELIVERY PARTNERS OR SUPPLIERS OF THE MINISTRY OF DEFENCE. TO UPDATE YOUR PERSONAL DETAILS PLEASE CONTACT THE RECIPIENT OF THIS FORM.

¹ JFET/Staff Clearance required for Op Flts only. JPA PID for Assignment travel. Staff Clearance as per JSP 800 Vol 2 Pt 2 Ch 2

INTENTIONALLY BLANK

PASSENGER TRAVEL INSTRUCTIONS

PART 4 - MOVEMENT OF PASSENGERS BY RAIL

CHAPTER 1 – PASSENGERS BY RAIL

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	4-1-1
Rail Business Administration		
2	MOD and the National Rail Network	4-1-1
3	Rail Travel Sponsorship	4-1-2
4	Point of Contact	4-1-2
5	Customer / Supplier Meetings	4-1-2
6	Association of Train Operating Companies (ATOC)	4-1-2
7	Train Operating Companies (TOCs)	4-1-2
8	Independent Rail Passenger Committees (RPC)	4-1-2
Entitlements		
9	Class of Travel	4-1-2
10	Season Tickets	4-1-2
Buying Rail Tickets		
11	Rail Warrants	4-1-2
12	Rail Cards	4-1-2
13	Miscellaneous Ticket Types	4-1-3
14	Heathrow/Gatwick/Stanstead Express	4-1-3

INTRODUCTION

1. Chapter 1 provides a brief overview of the administration of the rail network and sponsorship. Entitlement to rail travel and information on use of rail tickets is included.

RAIL BUSINESS ADMINISTRATION

2. **MOD and the National Rail Network.** The MOD utilizes all stations and routes on the UK mainland rail network, including for example, the London Underground, the Jubilee Line and the Island Line on the Isle of Wight. Access to the network by the MOD community, which covers the whole spectrum of the MOD, from the Combined Cadet Force to the Secretary of State's Office, has been primarily by MOD Rail Travel Warrant (MOD 1175). (It should be noted that currently, due to security reasons, rail travel by warrant is not permitted in Northern Ireland. Rail travel to Eire is no longer possible by warrant even if security restrictions were lifted).

3. **Rail Travel Sponsorship.** Defence Travel, sponsors all MOD duty rail travel. In order to travel seamlessly across the country where the majority of journeys encompass more than one Train Operating Company (TOC) and / or the supporting metropolitan systems such as London Underground (Transport for London) and Merseyrail in Liverpool, the MOD has a number of agreements or contracts with rail travel suppliers.
4. **Point of Contact** for The Defence Travel (DT) can be found on the DT web page linked [HERE](#).
5. **Customer / Supplier Meetings.** Travel and budget staffs should be aware that there are biannual review meetings between the MOD and ATOC. Service establishments wishing to table issues at the meeting should forward them through their respective chains of command, which are represented at these meetings. MOD TLBs should forward their concerns direct to the Defence Travel Business Manager (Rail).
6. **Association of Train Operating Companies (ATOC).** ATOC is an incorporated association owned by its members. It was established by the train operators during privatisation of the railways under the Railways Act 1993. As well as being the official voice of the passenger rail industry, it also provides its members, the TOCs, with a range of services that enable them to comply with conditions laid on them in their franchise agreements and operating licences. It administers, on behalf of the companies, a number of 'schemes' or processes, which enable the seamless use of the network. Rail Settlement Plan Ltd (RSP Ltd) manages the distribution of ticket revenue to each company. Correspondence with ATOC, should that be deemed necessary, must be copied to the Defence Travel Business Manager (Rail). More information on ATOC including all contact details can be found at www.atoc.org.
7. **Train Operating Companies (TOCs).** The TOC structure is in a continuous state of flux as company franchises change and amalgamations and takeovers occur. For more information on the TOCs and other rail providers, which includes the Charter provisions of each company, see www.rail.co.uk. All correspondence with a TOC should be copied to the Defence Travel Business Manager (Rail).
8. **Independent Rail Passenger Committees (RPC).** RPCs are statutory bodies set up by Parliament to protect the interests of passengers. There are currently nine committees. For more information see www.railpassengers.org.uk. All correspondence with the RPCs should be copied to the Business Manager (Rail) at IPG.

ENTITLEMENTS

9. **Class of Travel.** Class of Rail travel should be standard class including advance tickets: there should be no first class rail travel. The fact that a first class ticket booked in advance is often cheaper than the full standard class fare is not acceptable justification for first class travel. In exceptional cases first class travel may be authorised **by line managers at 2* level** if they are satisfied there is a clear business need, but this will require justification and will be subject to audit.
10. **Season Tickets.** Season tickets purchased with public funds for residence to place of duty purposes are to be Standard class only.

BUYING RAIL TICKETS

11. **Rail Warrants.** Rail warrants have been phased out and can only be issued in extreme circumstances i.e. Season tickets, underground travel, oyster cards purchases.
12. **Rail Cards.** Railcards can be used within the specific T&Cs and can offer significant savings.

a. **Young Persons Railcard.** This may be used by any MOD employee for duty travel who is over 16 and under 26 years of age.

b. **Senior Railcard.** This may be used by any MOD employee over 60 years of age for duty travel. (War Widow Pensioners are entitled to a discount on the price of the Senior Railcard).

c. **HM Forces Railcard.** It is a contravention of the terms and conditions to use the HM Forces Railcard for duty travel or for regular journeys between an individual's residence and place of duty. It is not sponsored by Defence Travel, but by CDP(AF Rem) Allces. See 2016DIN01-102 for details.

d. **Network Railcard.** For use in the South East of England. Although restricted to travel after 1000 hours discounts up to 34% on standard fares are available. One card holder can travel with up to three other travellers.

e. **Annual Gold Cards and Annual Gold Travel-cards.** Gold Cards are deemed to be railcards and therefore cannot currently be used with rail warrants. Like Network Railcards significant savings can be made by holders of these cards, however the terms and conditions of use are such that travellers should make their own bookings and reclaim to the cost of the travel. Annual Gold Card season ticket holders do not need to purchase the Network Railcard in the first instance and they are entitled to buy a first class supplement.

13. **Miscellaneous Ticket Types.** Travel clerks and budget managers should consider the use of Bearer Season tickets and Carnets of tickets issued by some Train Operating Companies. These types are described in more detail at Chapter 3. There are also various promotions advertised from time to time in the press which rail travel staff should consider using.

14. **Heathrow/Gatwick/Stanstead Express.** All details of how to book the three airport express services can be found under related links on the [BookATrain](#) page of the Defence Intranet.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 4 - MOVEMENT OF PASSENGERS BY RAIL

CHAPTER 2 – TROOP MOVEMENTS

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	4-2-2
Responsibility for Arrangements		
2	Routine Movement	4-2-2
3	Large Parties and Special Categories	4-2-2
4	Information and Conditions	4-2-2
Provision of Hot Drinks and Meals on Trains		
5	Provision of Hot Drinks and Meals on Trains	4-2-3
OC Troops on Trains		
6	OC Troops on Trains	4-2-3
Travel in The UK On Arrival by Air from Overseas		
7	Travel in The UK On Arrival by Air from Overseas	4-2-3
Civilian Personnel		
8	Civilian Personnel	4-2-3
Moves Across London		
9	Moves Across London	4-2-3
List of Tables		
Table	Title	Page
38	Large Parties	4-2-2

INTRODUCTION

1. **Introduction.** Chapter 2 provides information on the movement of troops by rail, the responsibilities of OC Troop Movement, Discipline and Subsistence.

RESPONSIBILITY FOR ARRANGEMENTS

2. **Routine Movement.** Units are responsible for arranging routine movement of personnel by rail in consultation, where necessary, with local railway authorities.

3. **Large Parties and Special Categories.** Responsibilities for the arrangements for the movement of large parties and special categories are set out in the Table .

Table 38: Large Parties

Parties	ND	AD	AFD
Movements of personnel requiring 3 or more special trains (For planning purposes assume 700 passengers for each special train)	See BR 8587 Chapter 11	DSCOM	DSCOM
Parties of 50 or more up to a maximum requirement of 2 special trains		Div/District HQ in consultation with DSCOM	Units
Parties of 20 or more travelling to from or through London		Div/District HQ are to arrange with HQ LONDIST as necessary	Units
Medical cases, prisoners under escort, dog handlers or their dogs, personnel escorting classified or special stores and therefore requiring reserved accommodation and terminal or inter-station travel.		Div/District HQ (if a movement across London is involved HQ LONDIST are to be notified)	Units

4. Information and Conditions:

a. **Movement to and from Terminals.** When a rail move necessitates transport to and / or from rail terminals and unit transport is not available, the OC of the dispatching or receiving unit is to arrange provision through the local transport officer, as appropriate.

b. **Detailed Information.** When requests are made for the move of large parties, the following details are usually required:

- (1) Number of personnel in the categories of officers, servicemen and servicewomen.
- (2) Date and earliest time movement can start.
- (3) Destination and required arrival time.
- (4) Details of return movement, if required.
- (5) Particulars of baggage and any unit equipment which is to accompany the party.
- (6) Name of responsible officer and telephone details.
- (7) Refreshment requirements.

- c. **Special Trains.** When special trains are required, the Division / District HQ or unit is to coordinate all the relevant information in the form of a movement instruction and forward copies to the Division / Districts and units concerned and the OC Troops.

PROVISION OF HOT DRINKS AND MEALS ON TRAINS

5. Individuals and small parties travelling by train are to be paid subsistence allowance or train meal allowance, where appropriate, in accordance with current regulations. Collective arrangements may be made for large parties and in the case of the AD, who is likely to have more need for this type of movement, reference should be made to JSP 752.

OC TROOPS ON TRAINS

6. When special trains are arranged for the sole use of Service personnel, and OC Troops is to be detailed for each train. They are to be provided with instructions on their duties.

TRAVEL IN THE UK ON ARRIVAL BY AIR FROM OVERSEAS

7. Where an entitlement exists, personnel or booking offices are to arrange their train travel prior to arrival using the mandated Defence Travel Electronic Interface booking System (EBIS) or the travel service provider Hogg Robinson Group (HRG). Budget Holders and travellers are to note the rail warrants are no longer the preferred method of arranging travel (see Part 4. Chapter 3 Paragraph 1).

CIVILIAN PERSONNEL

8. Rail travel for civilian personnel is to be arranged in accordance with the appropriate civilian staff regulations.

MOVES ACROSS LONDON

9. The following points are to be noted for moves across London:
- a. **Baggage.** When rail moves arranged by Division / District HQ or unit require a change between London mainline stations, transport to convey baggage across London is to be arranged through HQ London District.
 - b. **Peak Travel Period.** Division / District HQ and units are, as far as practicable to avoid arranging movement across London during the peak travel periods (from 0800 to 0930 and from 1630 to 1800 on working days) particularly when travel by underground train is involved.
 - c. **Prisoners.** The movement across London of prisoners (whether handcuffed or not) and escorts is to be made by taxi as authorised in single Service regulations. AD moves of this nature are to be notified to HQ LONDIST (Log Sp 2/3).
 - d. **Large Leave Parties.** When large parties are travelling on leave, arrangements should be made with the railway authority to minimise inconvenience to the Service personnel and the general public. In the AD, these arrangements are to be co-ordinated by Division / District HQ.

INTENTIONALLY BLANK

PASSENGER TRAVEL INSTRUCTIONS

PART 4 - MOVEMENT OF PASSENGERS BY RAIL

CHAPTER 3 – RAIL WARRANTS

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	4-3-2
Management and Financial		
2	MOD Rail Travel Warrant (MOD 1175	4-3-2
3	Rail Warrant Agreement	4-3-2
4	MOD 1175 Accounts	4-3-3
5	Authority to Hold and Issue Rail Warrants	4-3-3
6	Financial Responsibilities and Entitlements	4-3-3
7	Purpose of Travel (POT) Codes	4-3-4
8	Rail Warrant Payments	4-3-4
Booking Procedures		
9	Route and Price Responsibilities	4-3-4
10	Completion of Rail Warrants	4-3-4
11	Boarding a Train with a Warrant	4-3-5
12	Season Tickets - Residence to Place of Duty	4-3-6
13	Weekly Season Tickets	4-3-6
14	Bearer Season Tickets	4-3-6
15	Group Travel and Discount	4-3-6
16	Seat Reservations	4-3-7
17	Discipline	4-3-7
18	Transfer of Rail Warrant	4-3-7
19	Compartment and Coach Reservations	4-3-7
20	Executive Packages and Car Parking	4-3-7
21	Accompanied Articles and Animals	4-3-7
Unused Tickets, Refunds and Compensation		
22	Exchange of Warrants	4-3-8
23	TOC Refunds	4-3-8
24	Mis-Bookings	4-3-8
25	Compensation	4-3-8
26	Season Ticket Refunds	4-3-8
27	Season Ticket Compensation	4-3-8
28	Season Ticket Compensation	4-3-8

29	Compensation on Downgrade	4-3-9
----	---------------------------	-------

Rail Warrants Issued on Repayment

30	MOD Rail Warrant 1175	4-3-9
31	Police Rail Warrants (09600 Account)	4-3-9

Warrant Books

32	Supply of Warrant Books	4-3-9
33	Warrant Book Postage	4-3-10
34	Security and Disposal of Warrant Books	4-3-10
35	Unused Warrant Books	4-3-10
36	Loss of Warrants or Warrant Books	4-3-11

Mobilisation Rail Warrants

37	Bespoke Mobilisation Rail Warrants	4-3-11
----	------------------------------------	--------

On-Line / Ticket Contract for Mod Main Building

38	MOD / Trainline Contract	4-3-11
----	--------------------------	--------

Annex A: Managing Centrally Funded Booking and Travel Booked Against Pot Code 6

Annex B: First Scot rail

INTRODUCTION

1. The use of rail warrants is strictly controlled and should be handled and accounted for in accordance with appropriate financial regularity. Chapter 3 provides holders and users of rail warrants guidance on the regulations, authority to issue and hold rail warrants and responsibilities in their use. In addition, limited accounting detail is provided to ensure proper use and scrutiny of rail warrants is made. Information is also available regarding booking procedures, handling of unused warrants, refunds and compensation and action to be taken in the event of loss.

MANAGEMENT AND FINANCIAL

2. **MOD Rail Travel Warrant (MOD 1175).** There is no longer any direct financial benefit to be gained from the continued use of rail warrants as the discount was removed at the end of 2007; travellers should instead look at more cost-effective means of purchasing tickets via Defence Travel. Moreover, whilst warrants afford flexibility, they represent the most expensive method of rail purchase as they are 'cashed' at the full fare price. Accordingly, to ensure that maximum benefit is accrued from the introduction of DT, 2nd PUS has mandated it as the single business travel system. The mandate states that "All Service and Civilian Personnel employed by the MOD are to book official travel through the DT Electronic Booking Interface System (EBIS) or our travel service provider, Hogg Robinson Group (HRG)".

3. **Rail Warrant Agreement.** The current Agreement with ATOC is dated December 2008 and is open-ended. It is sponsored by Defence Travel. The main feature of the agreement is that MOD rail warrants (MOD 1175) may be exchanged for any ticket on sale to the general public by the rail operating companies.

4. **MOD 1175 Accounts.** The MOD manages rail warrants under six separate accounts:
- a. **Head Office MOD:** 09200 (electronic warrant account only).
 - b. **MOD Civilian less DE&S:** 09300.
 - c. **MOD DE&S:** 09400 (electronic and paper warrant account).
 - d. **Royal Navy:** 09700.
 - e. **Army:** 09800.
 - f. **Royal Air Force:** 09900.
 - g. **Police:** 09600 (Not a MOD account per se but a police account used to provide emergency warrants for MOD personnel only).

It is important that budget holders and issuing officers use the correct book as costs that are not charged to the unit UIN are charged to a MOD central fund according to the Service account. This is part of the bill payment process conducted by the Director General Financial Management (DGFM) Liverpool.

5. **Authority to Hold and Issue Rail Warrants.** Command Secretaries were made aware of the need to increase the utilisation of Defence Travel along with notification that there was no longer any direct financial benefit to be gained from the continued use of rail warrants; it was therefore decided to withdraw the facility to order bulk supplies of rail warrants. After 30 Apr 09 units are permitted to retain a maximum of 2 warrant books at any one time for emergency use only. However, it is acknowledged that, owing to their unique circumstances, certain units will still need to use rail warrants and were requested to provide written justification to exceed the permitted allowance to, DESJSCProvMgt-MSS-DTMO Rail. Subject to contractual arrangements MOD contractors may be issued with rail warrants. The issue of warrants is a unit responsibility, they are to be completed and signed by the CO or the Head of Establishment's authorized representative. For guidance this should be at least a Petty Officer, SNCO, or equivalent status, but dispensations may be granted by senior line management. Business Manager (Rail) will provide advice as required. It is emphasized that the use of warrants involves the expenditure of public money and care is to be taken in their completion. The attention of those authorising warrants is drawn to JSP 752 Chapter 4.

- a. Use of Rail Warrants. Examples of use are:
- b. The purchase of all London Underground travel.
- c. To purchase all concessionary fares.
- d. To purchase through tickets to and from London Heathrow, which include the Reading and Woking Rail air links.
- e. For civil servants to purchase other services allowed under the Civilian Travel Manual.
- f. For members of the Cadet Forces where the Service sponsoring the movement is to issue the warrants.
- g. To purchase season tickets.

6. **Financial Responsibilities and Entitlements.** Before completing a warrant, the issuing officer must understand the following:

- a. **Budget UIN.** The UIN of the unit responsible for the expenditure (who pays).
- b. **Issuing UIN.** To be entered when a unit issues a warrant on behalf of another UIN. For audit purposes it is essential that the issuing UIN notifies the paying UIN.
- c. **Entitlements.** Knowledge of terms of service and entitlements is required for both military and civilian personnel.

7. **Purpose of Travel (POT) Codes.** Although warrants still require a POT code to be entered to validate the warrant, the information is no longer passed to DGFM bill payment. Therefore, all warrants cashed will automatically default to POT Code 06. Units are therefore encouraged to only use warrants as a last resort, and to use the EBIS (on-line) booking tool or the HRG (off-line) service provided.

8. **Rail Warrant Payments.** The TOCs receive payment for used warrants through DGFM at Liverpool. DGFM then debits the budget UIN. For reasons explained below it should be noted that season tickets are now refundable, see Part 4, Chapter 3 Paragraph 30. An administrative charge is made.

BOOKING PROCEDURES

9. **Route and Price Responsibilities.** It is a rail company responsibility to provide the lowest publicly available fare to meet the requirements entered on the warrant. However, when a journey is authorized for a route other than the most economic route the variation is to be entered in the 'via' box. The time of travel has a direct bearing on both the concessionary fares available and the eventual route used and therefore the cost of the ticket. The authority requesting the warrant, not the passenger or MOD travel clerk writing the warrant, is responsible for making such decisions. The following provisions are to be noted:

- a. **Fare Options.** Travel clerks should, as a matter of course, promote the use of cheap fare options. Online bookings deliver the greatest benefit and there is clear evidence that, when utilising the EBIS system, bookers are opting for cheaper off-peak and advanced tickets. It must be noted that a station clerk will only supply what the MOD travel clerk has entered on the warrant. However, it will be essential to balance the benefits of low cost, but restricted tickets, against the journey to be made, particularly those that are routed via London at peak times or where journeys cover a number of rail operating companies. Significant savings are available to the MOD for off peak ticketing, but passenger flexibility and booker knowledge is required. If in doubt consult rail help lines and websites.
- b. **Advanced Purchase Tickets.** Budget holders and travel staffs should consider the early acquisition of low cost tickets to achieve savings, through advance purchases. Notwithstanding that refunds cannot be claimed on any unused tickets purchased by warrant and that there are only limited refunds available on these tickets when purchased, by GPC for example, the potential savings are significant even if, occasionally, a ticket is not used. There is no need to nominate the passenger by name; a unit address is sufficient.
- c. **Traveller Briefings.** It is essential that travellers are given clear instructions on which trains to catch and which connections to make in order that the tickets that they have been issued with are used legally.
- d. **Helpline.** The National Rail Fares helpline is available on Civ: 08457 484950 and at www.nationalrail.co.uk. This website will provide a selection of options for any chosen route.
- e. **Validity of Tickets.** Owing to the risk of fraud the validity of open return tickets, where they are available, is restricted to one calendar month. Where an open ticket is available, and restrictions are not in place, journeys may be broken. It is also possible to obtain two

tickets for different outward and return dates using one warrant, but the cost of the return journey will be twice the single rate.

f. **Deviation from Route.** Personnel who deviate from the authorised route, or route subsequently amended by the rail company, will be responsible for any excess fare so incurred.

g. **Changes to Route.** It must be noted that station staff may be forced to change the route if that shown on the warrant will not get the traveller to his/her destination on the date entered on the warrant, for example, the warrant is presented at a certain time of day where the journey cannot be completed by the route stated.

10. **Completion of Rail Warrants.** Instructions for the completion of warrants are included on the front and back covers of the warrant book. The full details of wording for Rail Warrant Book (MOD 1175) Cover Instructions and Warrant can be found at: [MOD Train Warrant Usage and Disposal](#) website.

a. **Rail Warrant Books.** TOCs will honour print runs of the MOD 1175 (purple warrants only) except for warrants dated prior to and inclusive of May 02. The latest version of the warrant is October 09.

b. **Amendments are not permitted.** A warrant will not be valid if altered, defaced or mutilated.

c. **Use Black Ink.** The warrant must be completed neatly, in black ink only.

d. **Unit Date Stamp.** The date stamp must always be within 30 days of the outward date of travel. Only one unit stamp on the front of the warrant is required and it must not overlap any other box. It must be countersigned by the authorized issuing officer.

e. **MOD Finance Information.** The POT Code and Budget UIN must be completed in all cases.

f. **Complete all boxes.** All boxes must be completed or scored through, particularly the 'via' box.

g. **Children.** Children under 5 years of age travel free. Children 16 and over are charged at the adult rate except where a cadet over 16, but under 18, is travelling on a group ticket with other under age cadets.

h. **Change of Entitlement.** If a passenger is authorised by his/her unit to travel first class this should be noted in red ink on the stub only.

i. **Passenger's Name.** It is not essential to enter the passenger's name on the warrant, for example, if early purchase of tickets is desirable, a unit address is sufficient. The passenger does not have to sign the warrant book stub if other unit controls are considered equally acceptable, such as nominal rolls.

j. **Exchange of Warrants:**

(1) Rail warrants are not to be exchanged before the time of travel as no refunds are allowed if the journey is cancelled. See also seat reservations.

(2) Rail warrants may be exchanged at all rail ticket offices including London Underground, but not at the Eurostar ticket office.

(3) Where rail warrants are issued, they may be exchanged at the Heathrow Express ticket office for journeys to Paddington only. These warrants must be endorsed Heathrow Express. A separate, second, warrant is required for any rail journey beyond Paddington which should be exchanged on arrival at Paddington. You can exchange warrants correctly made out for Heathrow Express at their desks in Terminals 1 and 4 and at the office situated between Terminals 2 and 3. A single warrant that is made out to include onward travel from Paddington can only be exchanged at the National Express desk in the Central Bus Station at Heathrow, whether using the London Underground or Heathrow Express.

(4) Station staff is not to be asked to complete internal budgetary forms to record the cost of the ticket when presenting the warrant to the ticket office. If required the passenger should do this himself / herself.

11. **Boarding a Train with a Warrant.** It contravenes the MOD / ATOC Agreement to board a train with a warrant unless the ticket office is shut. If a warrant is exchanged on a train where the originating station ticket office was open the full fare will be charged and in some cases an excess charge may also be levied.

12. **Season Tickets - Residence to Place of Duty.** MOD Rail Warrants may be issued to Service personnel, but not to civil servants for tax reasons, for the purchase of season tickets for journeys between residence and place of duty in accordance with single Service travel regulations.

a. The warrant is to be endorsed: 'Season Ticket for the Period to ' in the Special Instructions box.

b. The holder is to present the warrant and a passport size colour photograph to the appropriate ticket office. Some stations may require 24 hours' notice to prepare the season ticket and photo card.

c. To reduce the bureaucracy involved in processing refunds for partially used season tickets the holder is to record the warrant number and UIN on the reverse of the season ticket as soon as it is given to him / her.

d. Refunds are available on all part used season tickets. See Part 4, Chapter 3 Paragraph 25.

13. **Weekly Season Tickets.** Service personnel travelling on official business are expected to take full advantage of season tickets, for example where the cost of two return journeys is more expensive than say a weekly season. The savings can be considerable. However, budget managers and travel staff are to ensure that there is no collusion over such multiple journeys as the traveller may also use the season ticket for personal use.

14. **Bearer Season Tickets.** These are transferable season tickets, rather than allocated to an individual. They cost one and half times the price of a normal season ticket. For example, a first-class Bearer Season from Andover to Waterloo costs £6,876. The net cost of a first-class day return is £68.33 at the time of writing. To achieve a saving the bearer season needs to be used over 101 times. Savings over £3,000 per annum are achievable by using the bearer season 3 times a week. Not all TOCs issue bearer seasons. Travel clerks should apply to Manager Business Travel DSCOM.

15. **Group Travel and Discount.** Single warrants may be used for groups of passengers, to a maximum of 100, or 50 if return tickets are required. The group must be travelling to the same destination. (If necessary a mix of singles and returns and first and standard classes of travel are allowed with the numbers for each category entered on the single warrant). It should be noted that an additional group discount (up to 25%) is available for ten or more passengers travelling as a group to the same destination on a single warrant.

16. **Seat Reservations.** Seats may be booked on all train services that offer such a service to the general public, although it should be remembered that seats cannot be booked on all services, for example, most commuter trains. The process is as follows:

- a. Fax, or for some TOCs, e-mail a request to the TOC travel centre that operates the route required and it will fax back, or e-mail, the seat reservation details. There is no charge and no need to exchange the rail warrant before travel.
- b. A copy of the form to be used is at Annex B, it should be reproduced locally on one side of A4 paper or for e-mail addresses converted to electronic format. If more than one seat reservation is required, for example, when the passenger has to change trains, a second submission will be necessary.
- c. Provide a copy of the fax or e-mail, once completed by the TOC, to the passenger together with his / her warrant, which is then exchanged on the day of travel in the normal way.

17. **Discipline.**

- a. It is a disciplinary offence to obtain, use and dispose of a rail warrant or rail ticket under false pretences. A rail warrant is a personal issue and may not be transferred.

18. **Transfer of Rail Warrant.** An unused rail ticket may be transferred to another MOD employee subject to line management authorization.

19. **Compartment and Coach Reservations.** It is no longer practical to book compartments or a whole coach solely for MOD use. If this is deemed necessary advice is to be taken from the train operating company concerned or from the Business Manager Rail at Defence Travel. Then if such reservations are possible the rail warrant is to be endorsed "For the Exclusive Use of the Compartment or Coach".

20. **Executive Packages and Car Parking:**

- a. Care must be taken when purchasing Executive Packages, for example, to obtain a car parking ticket as part of an executive package may also require the early exchange of the warrant. If the reason for travel is then cancelled the cost of the unused ticket is lost to the MOD and the budget UIN. The business risk is therefore high and travel cell staffs must advise travellers accordingly.
- b. Car parking may be purchased with a warrant where the TOC operates its own car park; however, where station car parks have been contracted out, travellers must pay and claim.

21. **Accompanied Articles and Animals.** The MOD is not subject to the normal charging arrangements for accompanying articles and animals:

- a. The accompanied baggage entitlement, conveyed free on rail, is 70 kg first class and 50 kg standard class.
- b. When personnel travel by rail on duty in the UK, and baggage in excess of the quantity conveyed free on rail is authorised, the excess baggage weight is to be recorded in the Special Instruction box. An excess baggage warrant is to be issued in addition to the rail travel warrant and this is to be exchanged for an excess baggage ticket before the beginning of the journey.
- c. MOD dogs travel free, but must be muzzled.

UNUSED TICKETS, REFUNDS AND COMPENSATION

22. Exchange of Warrants.

- a. Warrants should not be exchanged before travel. Apart from advance purchase tickets, there is no reason to exchange a warrant before travel now that seats may be reserved. Unused tickets, which are not refundable, are to be returned initially to the budget holder, who is ultimately responsible for the expenditure of public funds.

23. **TOC Refunds.** Where the TOC has failed to provide a service (or where it is a refund against a part used season ticket) the passenger is to submit a claim to the rail company who exchanged the warrant for the ticket in question. Some tickets, for example 'outward and return' tickets, may only be partially used. The passenger will need to speak to his / her travel office as it is essential that the TOC refund application form contains the following information:

- a. Warrant Number.
- b. Budget UIN.
- c. POT Code.
- d. Warrant account (09300, 09400, 09700, 09800 or 09900).
- e. Unused or partially used ticket - stapled to claim.
- f. Statement of circumstances why the TOC could not provide the service required.
- g. Full unit address and telephone number.

24. A claim for a refund is to be sent to the TOC, which will forward it through both the MOD and ATOC for authorization. Credits to budget UINs will be made by DGFM as part of the normal bill payment process for rail warrants.

25. **Mis-Bookings.** When budget managers or travel staff find that rail costs have been debited against their UIN, but that the rail warrant quoted does not belong to their unit, DGFM Group 63 will provide the UIN of the unit responsible for the warrants used. The warrant numbers are to be faxed to DGFM at 94552 2409 with a request that the accountable unit's UIN be provided. (In most cases unit personnel have obtained a duty warrant outside their own unit and failed to notify the budget or travel staffs). Where fraud is concerned then action under Part 4, Chapter 3 Paragraph 37 is to be taken.

26. **Compensation.** If a TOC service is deemed unsatisfactory, but outside the scope for a refund to the public purse, (see Part 4 Chapter 3 Paragraph 23), the traveller is entitled to retain any compensation that is offered to them by the TOC, see MOD [Response to gifts, rewards and hospitality](#) for guidance. Any compensation claim is an issue between the traveller and the TOC.

27. **Season Ticket Refunds.** ATOC has agreed to waive the no-refund clause for season tickets in the MOD contract, subject to a limit of 25 refunds per week. This is well within the current level of applications. Full refunds will be made and there will be no administrative charge. It therefore follows that 12-month season tickets should normally be purchased to maximise savings.

28. **Season Ticket Compensation.** Where the TOC fails to meet its charter targets the season ticket holder can be compensated in number of ways:

- a. The usual procedure is to offer the follow-on, or renewed, season ticket at a discount although in some cases the duration of the season ticket may be extended and ex gratia cash payments or vouchers may be made.

b. Any season ticket compensation made by way of ex gratia cash payments or vouchers issued individually to the traveller by the TOC may be retained by the traveller.

c. Discounts offered on follow-on, or renewed season tickets are automatically received by MOD through the rail warrant payment process. There is no system in place for MOD personnel to claim the difference between the discounted season ticket for renewals and the full price from MOD budgets as such a payment from employer to employee would attract an income tax and national insurance liability.

d. It is also not appropriate to ask the TOCs to manage a separate pricing and refund regime for the MOD, outside their charter provisions, in order to circumvent this particular employer/employee relationship. Nevertheless, the MOD traveller may claim under 2005DIN02-085 Paragraph 6i for personal hardship, but any compensation claim is an issue between the passenger and the TOC.

e. Refunds and Compensation using First Class Accommodation.

f. First class warrants must be charged, by the issuing station, for the actual class or classes of accommodation available for the journey described on the warrant notwithstanding that the warrant states that first class travel is authorized.

g. If a ticket is charged at first class rates and the journey is made by standard class accommodation, because that is the only accommodation fitted to the train, then an application for a refund to the Department is to be made on behalf of the issuing budget UIN. It follows that personal compensation, based on the entitlement to travel first class, may not be claimed for any journey, in part or in whole, which takes place on trains that are only fitted with standard class accommodation.

29. **Compensation on Downgrade.** If a traveller is issued with a first-class warrant, for a train fitted with first class accommodation, which, when exchanged for a ticket, fails to secure him / her a first class seat the traveller is entitled to retain any compensation offered for the downgrading of travel. DCI GEN 73/2001. Any compensation claim is an issue between the traveller and the TOC.

RAIL WARRANTS ISSUED ON REPAYMENT

30. **MOD Rail Warrant 1175.** Rail warrants may be issued on repayment under Single Service regulations. However, the warrant is not to be endorsed in any way, nor is red ink to be used. The stub may be annotated as required.

31. **Police Rail Warrants (09600 Account).** The Police still offer a rail warrant service under their account 09600 for military personnel who become stranded for whatever reason. The unit UIN will be billed and budgetary staff should then take repayment action.

WARRANT BOOKS

32. **Supply of Warrant Books.**

a. Demands should be submitted to LCS Bicester via the Millie Online Portal (MOP), which can be found through the Defence Intranet home page (type MOP in the search box); 'Launch Application': this will link through to the 'Log In/Register' page. New users should, in most cases, be able to access the system within 24 hrs of registration.

b. For units without intranet access, demands can be submitted on MOD 999 and dispatched by post to:

Forms and Publications

LS Bicester
Bldg C16, C Site, Lower Arcott, Bicester, Oxon OX25 1LP.

c. Demands may also be faxed to 94340 ext 2824/01869 256824 FAO 'Accountable Desk'. It is essential that 'NO ACCES TO INTRANET/MOP' is annotated in the Special Instruction box to avoid the demand being returned to unit advising that the MOP should be used. All demands should include the relevant UIN, a four-digit (numerical only) Demand Serial No, the date of demand, a Priority Code/Target Date, the full MSN and Short Item Name and the quantity required together with a contact name and full address/unit stamp.

d. As MOD 1175 Rail Warrants are accountable items, any demands submitted on MOD Form 999 must bear an appropriate authorising signature, unless from units afloat, when demand may be sent via e-mail to desdsda-formsandpubs@mod.uk (shared mailbox). The 'Forms and Pubs' shared mailbox is also the e-mail address for any queries regarding the supply of MOD 1175 Rail Warrants.

e. Warrant books will only be issued against recognized UINs and authorized Cost Centre numbers for MOD Trading Funds. The latter numbers will be agreed by DGFM and promulgated by DSCOM before acceptance by Forms and Publications

f. Warrant books are now despatched under two basic methods:

(1) For BFPO addresses the books are despatched by Parcel Force to the relevant UK point for onward transmission overseas.

33. **Warrant Book Postage.** For all UK addresses, warrant books are distributed by the 24 or 48-hour Parcel Force service and a signature for the complete delivery is required on receipt at the MOD unit or establishment. It is then essential that units and establishments maintain secure arrangements for the handling of these books.

34. **Security and Disposal of Warrant Books.** Units and establishments should account for warrant books (new, in use and fully used) under existing single Service or MOD Centre instructions.

a. It should be noted that there is a growing incidence of lost and stolen warrant books. Warrant books, whether in use or not, must never be left unattended. Unit stamps must also be safeguarded.

b. If Service regulations are out of date or no longer exist all books must be checked monthly.

c. The book of stubs must be kept for at least 12 months after the issue of the last warrant when it should then be 'struck off charge'. It is advisable, but not binding by the sponsor, to hold the book of stubs for a further 2 years after which it may be destroyed.

35. **Unused Warrant Books.** It is no longer a requirement for units to return unused warrant books nor declare disposal details to LSC Bicester as there should be a comprehensive account held by the unit should any query arise.

a. Unused Warrant books with edition dates prior to & including June 03 are no longer required back by LSC Bicester. This instruction can be used as the sole authority for local disposal by the unit, in accordance with own local procedures. However, if further authority is required (as evidence for inspections etc), units should complete & submit a MOD Form 1091R [Request For Disposal Instructions](#): these forms can either be posted to Forms & Publications, LSC Bicester (address on form); faxed to 94240 x 2824/01869 256824 (FAO Accountables Desk); or sent via e-mail to desdsda-formsandpubs@mod.uk. It is no longer a requirement for units to return the warrant books nor declare destruction details to LSC

Bicester as there should be a comprehensive account held by the unit should any query arise.

36. Loss of Warrants or Warrant Books.

- a. Lost warrants must be reported to the budget holder. However, if a book of unused warrants is lost, or stolen, or if it is suspected that an individual warrant has been fraudulently used then the details must be sent to the Manager Business Travel at DSCOM copy to: Group 63, Zone C, 2nd Floor, Walker House, Exchange Flags, Liverpool, L2 3YL, and to JSCS.
- b. In the case of suspected fraud, please contact: Defence Irregularity Reporting Cell, Room 209, Bldg 1071, MDPGA-HQ, Wethersfield, Braintree, Essex, CM7 4AZ or telephone the hotline on Civ: 0800 161 3665.
- c. Any travel costs incurred as a result of the loss will be charged to the budget UIN to whom the warrant was originally issued.
- d. If a warrant book is found part used then it should be returned to:

Warrant Account Manager, ATOC Ltd, 40 Bernard Street, LONDON WC1N 15Y

MOBILISATION RAIL WARRANTS

37. Bespoke Mobilisation Rail Warrants. The Personnel Branches of each Service have been authorised to use unique computer-generated rail warrants for the call up of reservists or for general mobilisation. The format and management of these warrants is controlled by the DT Rail Manager Business. These warrants are forwarded by the TOCs, through ATOC, to the DT Rail Manager Business who will then task the relevant Personnel Branches to arrange payment. There is no discount on these warrants.

ON-LINE / TICKET CONTRACT FOR MOD MAIN BUILDING

38. MOD / Trainline Contract. The MOD contract with 'thetrainline' provides an on-line booking and rail ticketing process for MOD Main Building. The ticket fulfilment is through a Fast Ticket machine located in Main Building. It should be noted that the payment mechanism is by electronic warrant. The rail ticket and budget parameters are processed through DGFM in the same way as paper warrants. More details of this contract can be obtained from the rail sponsor.

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

ANNEX A TO PART 4 CHAPTER 3: MANAGING CENTRALLY FUNDED BOOKING AND TRAVEL BOOKED AGAINST POT CODE 6

1. Purpose of Travel (POT) Codes are defined at Table 1. All POT Codes with the exception of 6 (Business Travel) are centrally funded and thus payment is made against Local Project Codes (LPCs).

Table 1: Purpose of Travel (POT) Codes

Code	UIN	Purpose of Travel	Funding
01	b	Postings - Arms Plot /Unit Move	Centrally Funded
02	b	Postings - Individual	Centrally Funded
03	b	Duty - Detachment from Duty	Centrally Funded
06	a	Duty - Meetings / Visits	UIN Funded
07	b	School Children's Visits /Escorts	Centrally Funded
08	b	Leave - Annual	Centrally Funded
10	b	Leave - Compassionate / DILFOR/ Sick	Centrally Funded
15	b	Temporary Duty - Medical treatment	Centrally Funded
16	a	Sports travel - Army/Navy	Centrally Funded
20	b	Resettlement	Centrally Funded
22	b	Recruitment	Centrally Funded
72	b	Families - Arms Plot /Unit Move	Centrally Funded
73	b	Posting - Individual Families	Centrally Funded
74	b	Leave - Other than School Children Visits	Centrally Funded
77	b	Visits (Families)	Centrally Funded
97	b	Sea	Centrally Funded
98	b	Sea Credit	Centrally Funded
99	b	Sea Harmonisation	Centrally Funded

2. Service Codes (SC) are defined at Table 2.

Table 2: Service Codes (SC)

Code	Service
0	Default (Civilian)
7	Navy (service)
8	Army (service)
9	Air Force (service)

3.

Table 3 shows the relationships between SC / POT and Local Project and Resource Account Codes for Centrally Funded Travel. For example, where the service code is SC07 (Royal Navy) and the POT Code is 8 (Leave Annual) the RAC is always PDA002 and the LPC always ZZP1E11102.

Table 3: SC / POT and Local Project / Resource Account Code Relationship

POT CODES						RAC	LPC	CENTRALLY FUNDED
ROYAL NAVY (SERVICE CODE 7)								
08	10	74	97	98	99	PDA002	ZZP1E11102	YES
01	02	03	07	11	15	PDA002	ZZP1E11103	YES
20	22	72	73	77				
BRITISH ARMY (SERVICE CODE 8)								
01	02	03	07	15	16	PDA002	ZZP1E11403	YES
20	72	73						
08	10	74	77			PDA002	ZZP1E11412	YES
98						PDA002	ZZP1E11102	YES
ROYAL AIR FORCE (SERVICE CODE 9)								
07	08	10	74	77		PDC004	ZZP1E11702	YES
01	02	03	72	73		PDC003	ZZP1E11703	YES
98						PDA002	ZZP1E11102	YES

4. POT Code 6 (Duty Meetings Visits) is the business travel Code and has been set as the default Code on EBIS as the majority of bookings are made against this. No Local Project Codes are required to be input for bookings made against this POT Code as it is locally rather than centrally funded. The default RACs for UIN based POT Code 6 booking (based on SC i.e. 0 for civilians and 7, 8, 9 for the military) are at Table 4.

Table 4: Default RACs for UIN Based POT 6 Bookings

POT CODE	SC	DESCRIPTION	RAC
06	0	Flight (Civilian)	PDD004
	0	Rail (Civilian)	PDA002
	0	Overseas car Hire (Civilian)	PDA002
	0	Ferries (Civilian)	PDD003
	0	Hotels (Civilian)	PDD003
	7, 8, 9	Flight (Military)	PDC008
	7, 8, 9	Rail (Military)	PDA002
	7, 8, 9	Overseas car Hire (Military)	PDA002
	7, 8, 9	Ferries (Military)	PDC007
	7, 8, 9	Hotels (Military)	PDC007

5. For combination travel (i.e. where there is a mix of flights and hotel bookings) the following RACs always take precedence: Civilian - PDD004 and Military - PDC008.

ANNEX B TO PART 4 CHAPTER 3: FIRST SCOTRAIL

First SCOTRAIL - Sleeper Reservation Booking Form

The purpose of this form is to book 'Route Cal Sleeper' and 'flexipass' sleeper tickets without exchanging the MOD Rail Warrant before the date of travel - see Part 4, Chapter 3 Paragraph 24b. To be e-mailed to First ScotRail Telesales at: travel.trade@firstgroup.com. (Tel 0141 335 4260, Fax 0141 335 4365).

Table 5: Sleeper Reservation Booking Form

SECTION 1: MOD Use (Shows requirement)						
Enter unit address here:			Enter booking clerk details:			
			Name:			
			Civil Tel No:			
			E-mail address:			
Enter whether	First	Standard	Date out		Date return	
Name of passenger on warrant						
Passenger's Telephone number - for use when services are disrupted						
Warrant or Flexipass number						
Now enter sleeper reservation requirements for journey (A = Adults and C = Children):						
A	C	From (sleeper station)	To (sleeper station)	Date	Time	See * below
*Enter male or female for standard class twin berth						
Time e-mail sent			Date e-mail sent			
SECTION 2: First ScotRail Telesales use (shows actual booking provided)						
Date of Travel			Total costs to be entered on warrant - £			
Manual Ref - MOD			ScotRail Telesales booking reference -			
Reservations:						
A	C	From (sleeper station)	To (sleeper station)	Date	Time	Remarks - See also * above
E-mailed to MOD Unit						
SECTION 3: For MOD (Action if travel is cancelled)						
It is essential that First ScotRail is notified ASAP by e-mail if journey is cancelled to release berths and seat reservations to other travellers - deadline is 1600 hours on date of travel.						
Cancellation e-mailed to ScotRail			Date		Time	

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 4 - MOVEMENT OF PASSENGERS BY RAIL

CHAPTER 4 – TRAVEL ON THE LONDON UNDERGROUND

CONTENTS

Para	Contents	Page
1	Introduction	4-4-1
2	Use Agreement	4-4-1
3	Rail Warrants	4-4-1
4	Cross London Transfers	4-4-1
5	Final Destination	4-4-1
6	Other Journeys Using National Rail and The Underground	4-4-2
7	Underground Journeys	4-4-2
8	Travel Cards	4-4-2
9	Oyster	4-4-2

INTRODUCTION

1. Chapter 4 provides brief detail on the use of the London Underground and how to minimise cost when conducting duty travel. All London Underground tickets are to be purchased using HRG, more details can be found at [Travel Rail MOSS Site](#)

USE AGREEMENT

2. There is no formal agreement between the MOD and Transport for London. The seamless use of the London Underground system is brokered for the MOD by ATOC.

RAIL WARRANTS

3. May be used to purchase all London Underground tickets, including season tickets and Oyster products. (Rail warrants may also be used to purchase tickets for use on the Docklands Light Railway).

CROSS LONDON TRANSFERS

4. The cost of cross-London transfers between mainline stations is automatically included in the price of any 'via London' ticket, for example, a warrant made out from 'Andover' to 'Liverpool' via 'London' will include the underground ticket charge. There is no need to specify a travel zone and the tickets will allow a single entry to, and exit from, the underground system. There is a small '+' symbol on tickets against 'route' which authorizes the cross-London transfer. If it is intended to break a cross-London transfer then further underground tickets are required.

FINAL DESTINATION

5. If the final destination is a London mainline station the warrant will just say to 'London' and the ticket will show 'London Terminals'. There will be no entitlement to use the underground.

OTHER JOURNEYS USING NATIONAL RAIL AND THE UNDERGROUND

6. All other tickets for journeys involving the underground must include the relevant zones, for example, for a journey from 'York' to 'Stanmore' the warrant should be made out via London or possibly from 'York' to 'London plus zones 1 to 5'. The ticket will show the destination plus the zones required.

UNDERGROUND JOURNEYS

7. Journeys wholly on the underground should state the stations rather than the Zones as the former is usually cheaper.

TRAVEL CARDS

8. Day Travel Cards should be purchased for multiple journeys within zone one, or travel to other zones, as they are usually cheaper as well as being easier for the passenger to use. London area travel cards, which include unlimited travel in all zones are available from many national rail stations.

OYSTER

9. An Oyster is an electronic card that allows you to store travel cards and cash to pay as you go. The fares are significantly cheaper and they save time for travellers using the underground. See also www.tfl.gov.uk/fares and www.tfl.gov.uk/oyster or phone the helpline on Civ: 0845 330 9876. Oyster cards can be purchased by warrant.

PASSENGER TRAVEL INSTRUCTIONS

PART 4 - MOVEMENT OF PASSENGERS BY RAIL

CHAPTER 5 – EUROSTAR AND RAIL TRAVEL IN EUROPE

This Chapter has been suspended pending an update. All relevant information on booking rail travel can be found on the [Defence Internet: 'How To Book a Train' website](#)

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 5 - UNACCOMPANIED BAGGAGE

CHAPTER 1 – UNACCOMPANIED BAGGAGE – OVERVIEW

CONTENTS

Para	Contents	Page
Introduction		
1	Personal Effects (PE)	5-1-1
2	Unaccompanied Baggage (UB)	5-1-1
Scope and Applicability		
3	Entitlement	5-1-2
4	Out of Scope Movement	5-1-2
5	Privately Arranged Movement	5-1-2
Responsibility & Authority		
6	Movement Support Services Division (MSS Div)	5-1-2
7	Agility Logistics Ltd	5-1-2
8	Contractual Matters	5-1-2
9	Agility Logistics Ltd Sub Contractors	5-1-2
10	Legacy Storage	5-1-2
11	Abbreviations and Terminology	5-1-2
12	Points of Contact (POC).	5-1-2
13	GRMS User Information	5-1-2

Annex A: Abbreviations & Terminology

Annex B: Unaccompanied Baggage Points of Contact

INTRODUCTION

1. **Personal Effects (PE).** PE are the personal and household belongings which a service person, MOD civilian and their immediate family would reasonably be expected to own and move from one home to another on a qualifying assignment
2. **Unaccompanied Baggage (UB).** UB is PE and/or household furniture which a Service person or MOD civilian is entitled to have moved separately from themselves or their immediate family at public expense. It excludes: motor vehicles, motor cycles, any other mechanically propelled vehicle or items specified in the prohibited items list contained in Part 5 Chapter 4.

SCOPE AND APPLICABILITY

3. **Entitlement.** This policy applies to all military personnel and MOD civilians undertaking official removal & storage tasks. Entitlements for Service personnel are determined by Service Personnel Policy (SP Pol) and are detailed in the [JSP 752 – Tri Service Regulations for Allowances](#). Entitlements for Civil Servants are available from the People, Pay and Pensions Agency (PPPA) and via the Defence Intranet under [Change of Work Location, Travel and Subsistence](#).
4. **Out of Scope Movement.** All queries, disputes or requests for removal services at public expense that cannot be managed within existing entitlement must be staffed through the PPPA Relocations Cell for Civil Servants or the Pay and Allowances Casework and Complaints Cell (PACCC) for Service personnel. The Global Removal Management Service (GRMS) staff will not arbitrate, negotiate, sanction or process out of scope requests.
5. **Privately Arranged Movement.** Moves as a result of personal choice and not service reasons must be arranged and funded privately. In such instances the schemes detailed in JSP 800 do not apply. The MOD will not be held liable for any loss or damage to PE that are moved under private arrangements.

RESPONSIBILITY & AUTHORITY

6. **DSCOM Families Section.** The Global Removal Management Service (GRMS) team within the DSCOM Families Section are responsible for delivering a sustainable removal and storage contract to the MOD to meet the entitlements of Service personnel, MOD civilians and where applicable their immediate families when relocating at public expense.
7. **Agility Logistics Ltd.** Agility Logistics Ltd will provide the unaccompanied baggage service including: management of applications, surveys, packing, collection, delivery, unpacking and storage of UB within the applicant's entitlement.
8. **Contractual Matters.** DSCOM Families Section retains sole authority for all technical matters concerning the movement of publicly funded UB and its appointed contractors.
9. **Agility Logistics Ltd Sub Contractors.** Agility Logistics Ltd subsequently allocate removal and storage tasks to a number of sub-contractors to undertake the actual removals.
10. **Abbreviations and Terminology.** Annex A provides a detailed list of the abbreviations and terminology referred to in JSP 800 Part 5.
11. **Points of Contact (POC).** Annex B provides POC details.
12. **GRMS User Information.** Part 5 contains the generic policy concerning the movement of UB. Detailed information about the GRMS is available online as follows:
 - a. The Defence Intranet Users should refer to the DSCOM Families Section Team site under [Relocation Services Team Page](#).
 - b. Internet Users should refer to the [GRMS Agility Webpage](#).

ANNEX A TO PART 5 CHAPTER 1: ABBREVIATIONS & TERMINOLOGY

Abbreviation	Meaning
AU	Authorised User – Entitled person submitting an application
BFG	British Forces Germany
DBS	Defence Business Services
EU	European Union
FMS	Furniture Movement Service
GRMS	Global Removal Management Service
HN	Host Nation
LoA	Letter of Authority
MSS Div	Movement Support Services Division
NWE	North West Europe
PACCC	Pay and Allowance Casework and Complaints Cell
PE	Personal Effects
ROC	Retirement Overseas Contribution
RS	Relocation Services
RSO	Removal Service Overseas
SOBF(G)	Standing Order British Forces Germany
SP	Service Person
SP Pol	Service Personnel Policy Branch (Deputy Chief of the Defence Staff Personnel and Training)
SPS	Self Pack Service
SPVA	Service Personnel & Veterans Agency
UB	Unaccompanied Baggage
UKRS	United Kingdom Removal Service
UM	Unit Move
UMO	Unit Movement Officer
UMPC	Unit Movement Planning Conference

INTENTIONALLY BLANK

ANNEX B TO PART 5 CHAPTER 1: UNACCOMPANIED BAGGAGE POINTS OF CONTACT

ISSUE	ORGANISATION	EMAIL	TEL	FAX
Contract Issues OCASH Retirement Overseas Vehicle Movement	GRMS Section Relocation Services, MSS Division, Logistic Commodities Logistic Commodities & Services Cedar 3A Mail Point # 3338 MOD Abbey Wood Bristol BS34 8JH		Mil 9679 81011 Civ 0306 7981011	Mil 9352 38973 Civ 01179 138973
Arms Plot /Unit Moves (Bulk moves for families only)	Families Section, DSCOM Cedar 3A Mail Point # 3338 MOD Abbey Wood Bristol BS34 8JH		Mil 9679 81010 Civ 0306 7981010	Mil 9352 38973 Civ 01179 138973
Booking assistance /guidance Storage - accompanied personnel and single homeowners Complaints of service	Agility GRMS 66-68 St. Mary's Butts Reading RG1 2LG	grmsapps@agilitylogistics.com	0844 282 1465	SPS 0844 2821467 RSO 0844 2821468 Storage 0844 2821468 UKRS 0844 282 1469 FMS 0844 2821469
Authority for movement outside policy entitlement (Military Personnel) Casework to be submitted via Unit HR to SPVA in accordance with JSP 752	Service Personnel and Veterans Agency Pay and Allowances Casework and Complaints Cell Mail Point 600 Kentigern House 65 Brown Street GLASGOW G2 8EX	mailto:spvapa.cccaseworkremovalstorage	N/A	Mil 94561 2605

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 5 - UNACCOMPANIED BAGGAGE

CHAPTER 2 – REMOVAL AND STORAGE SERVICES

CONTENTS

Para	Contents	Page
Introduction		
1	Use of the GRMS	5-2-1
2	Service Movement Arrangements	5-2-1
Storage of PE		
3	General	5-2-3
4	Storage Service	5-2-3
5	Inherited Furniture	5-2-3
6	Storage of White Goods – SSFA	5-2-3
7	Retirement Overseas	5-2-3
8	Movement of Private Vehicles	5-2-3
9	Excess Baggage	5-2-3
10	Excess Baggage Costs	5-2-4
11	RSO Costs	5-2-4
12	Movement of Additional Baggage - Private Arrangements	5-2-4

Annex A: Process for Retirement Overseas Contribution

Annex B: Vehicle Movement Application Process

INTRODUCTION

1. **Use of the GRMS.** MSS Div is responsible through DE&S for providing the MOD with the primary method of moving UB. With the exception of Arms Plot/Unit moves being carried out under collective arrangements, all publicly funded UB movement should be carried out under arrangements detailed in this chapter or under the United Kingdom Private Arrangement Self Help Scheme (UKPASH). Individuals should not move their UB by any means other than those described in this JSP.

2. **Service Movement Arrangements.** The authoritative policy describing entitlement and removal services is the [JSP 752](#). The following provides a detailed guide of the removal services that are currently delivered under MOD contract.

a. **The Furniture Movement Service (FMS) and United Kingdom Removal Service (UKRS).** FMS and UKRS are similar in all aspects and will be collectively referred to as FMS throughout this policy. FMS countries include: Belgium, Denmark France, Germany, Holland, Italy, Luxembourg, Norway, Portugal, Spain, Turkey and the United Kingdom

(Including Northern Ireland and the Scottish Outer Isles). This service is available for entitled personnel who are moving as follows:

- (1) Internal UK movement.
- (2) UK to FMS countries.
- (3) FMS countries to the UK.
- (4) FMS to FMS countries.

Under this service up to 67.92 m³ of UB will be contractor packed, moved to the new residence and then unpacked. Only one consignment may be moved and personnel using this scheme are not entitled to publicly funded storage. Personnel who were assigned to an FMS country may elect to use the Removal Service Overseas and store the remainder of their PE for the period of that assignment. They may use FMS to move their PE from store for any subsequent assignment in an FMS country.

b. **The Removal Service Overseas (RSO).** The RSO is available to entitled personnel who are moving as follows:

- (1) UK to any other country.
- (2) Overseas to the UK.
- (3) Between overseas locations.
- (4) All personnel travelling to or from the USA and to Australia.

This scheme may be used by entitled personnel for movement to, from and between all overseas locations. PE will be packed, moved and unpacked by an appointed contractor. Details of individual entitlements are provided in the [JSP 752](#). With the exception of the USA and consignments shipped (imported) to Australia, only one consignment may be moved under this scheme. Any balance of consignment entitlement must be moved using the Self Pack Service. All personnel moving to the USA and Australia must use the RSO. In such circumstances up to 2 consignments may be moved within the overall RSO entitlement. Any PE that cannot be moved within the entitlement may be stored in the UK at public expense.

c. **The Self Pack Service (SPS).** The SPS is available to all Service personnel except those who are moving to the USA and consignments imported to Australia (who must use the RSO), or those who elect to move their PE under private arrangements as detailed in para 3 of this chapter. The SPS may be used within the UK and to, from or between overseas locations. Service personnel moving in advance of their immediate family may use it in conjunction with the RSO or FMS. However, the volume moved will be deducted from their overall entitlement. Under the SPS personnel are responsible for obtaining packing materials from unit supplies and for the packing and unpacking of their PE. Entitlements are detailed in [JSP 752](#).

d. **Private Movement Arrangements.** Service personnel who wish to make private movement arrangements, but be reimbursed for the costs involved should use the UK Private Arrangements Self-Help Scheme (UKPASH). This scheme is only to be used for moves within the UK. There is no MSS Div involvement in this scheme. Further details of the scheme are available in [JSP 752](#).

STORAGE OF PE

3. **General.** Furniture may be stored at public expense by Service personnel under one of the following conditions:

- a. When using the RSO.
- b. When SPS is used in lieu of RSO
- c. When assigned to Northern Ireland or the Scottish Outer Isles (having not used FMS/UKRS).
- d. By single homeowners or householders assigned overseas.

4. **Storage Service.** PE are normally packed for storage by the MOD contractor, at the Service person's residence, into a container or crate, sealed on site and then removed from the property. Storage consignments are held in secure storage facilities for the duration of the AU entitlement. Consignments that require removal from store for a subsequent UK or FMS country assignment will be delivered to the address in the secured container or crate and unpacked to the same standard as FMS or RSO deliveries (See Annex B Chapter 3). Publicly funded storage entitlements are detailed in [JSP 752](#).

5. **Inherited Furniture.** Service personnel who inherit furniture while entitled to storage at public expense may have the additional amount added to store provided they stay within the overall maximum storage entitlement. The additional costs of transportation and handling must be met by the Service person.

6. **Storage of White Goods – SSFA.** Service personnel accommodated in a SSFA property equipped with white goods may be permitted to store their own white goods at public expense. Storage of white goods will only be authorised for those items provided in the SSFA property and not for additional personal items. One of each of the following items may be stored: washing machine, tumble dryer, dishwasher, freezer and refrigerator.

7. **Retirement Overseas.** Personnel requesting official removal services in support of retirement overseas must apply for Contribution of Removal Costs detailed in Annex B to the MSS Div GRMS Section prior to movement. The GRMS Section will then process the request and inform the applicant of the maximum contribution that would be awarded.

8. **Movement of Private Vehicles.** Service personnel or Civil servants moving on permanent assignment (for more than 12 months) to a Small Station may be entitled to have their vehicle shipped to their new overseas station at public expense. Details of eligibility and entitlement are contained in the [JSP 752](#) for Service personnel and from [PPPA Relocations Cell](#) for Civil servants. Applications for Vehicle Movement should be submitted to the GRMS Section of MSS Div. Vehicle Movement Procedures and the Application for Vehicle Movement are at Annex C This scheme must not be used as a private repayment service for in lieu of non-entitlement. Personnel wishing to move privately owned vehicles outside the scope of entitlement should seek indulgence advice from local movement agencies or make private arrangements through a Freight Forwarding Company.

9. **Excess Baggage.** Using the GRMS contract between MOD and Agility Logistics Ltd, a Service person's entitlement will be collected and moved at public expense. Entitlements are stated in [JSP 752](#). Because surveying PE and estimating volumes is not a precise science, a small 'excess' baggage volume (strictly not more than 15% above entitlement) can be moved using the GRMS contract but the excess charge will be recovered from the Service person's salary. Any volume of PE over and above excess baggage will have to be moved under private arrangements and not under the services provided by the GRMS contract.

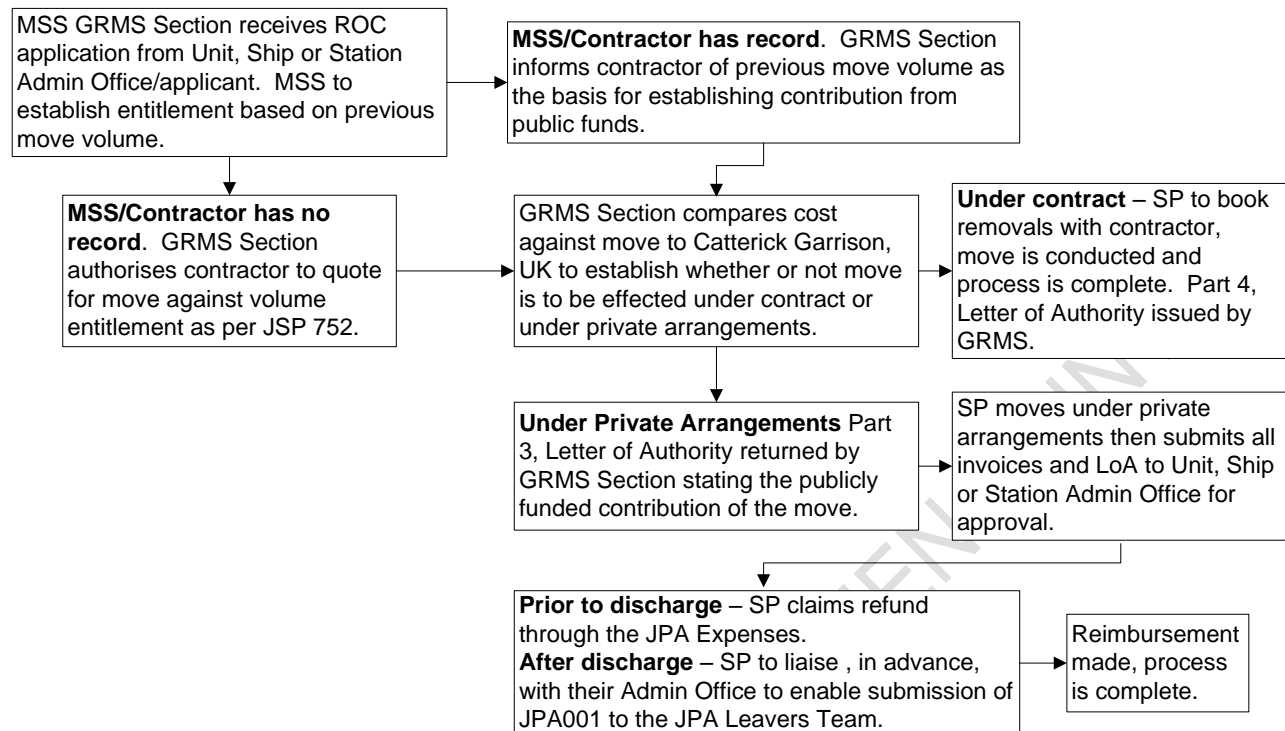
10. **Excess Baggage Costs.** Excess baggage costs will fluctuate according to many market forces (fuel, cross-handling, shipping, customs charges etc). These fluctuations will be magnified by distance and thus variance in excess baggage charges for RSO moves could be significant. Therefore, excess baggage costs cannot be published in advance for RSO destinations, however, indicative costs can be provided by Agility Logistics Ltd on request. FMS costs will vary less because in most cases distances are smaller and thus maximum and minimum costs have been set within the contract with Agility Logistics Ltd. All costs associated with the GRMS contract are commercially sensitive and will not be published: Service personnel using the RSO, FMS or UKRS services should contact Agility Logistics Ltd and they will be given an estimate of the cost for their excess baggage.

11. **RSO Costs.** A more detailed explanation of why RSO costs vary and historical variances across RSO routes worldwide are available on the Agility website. It is essential that AU appreciates the RSO illustrations are only a guide and do not constitute a quote. Although Agility Logistics Ltd will arrange movement of excess baggage at contract rates there will always be an element of risk attached to the estimated cost.

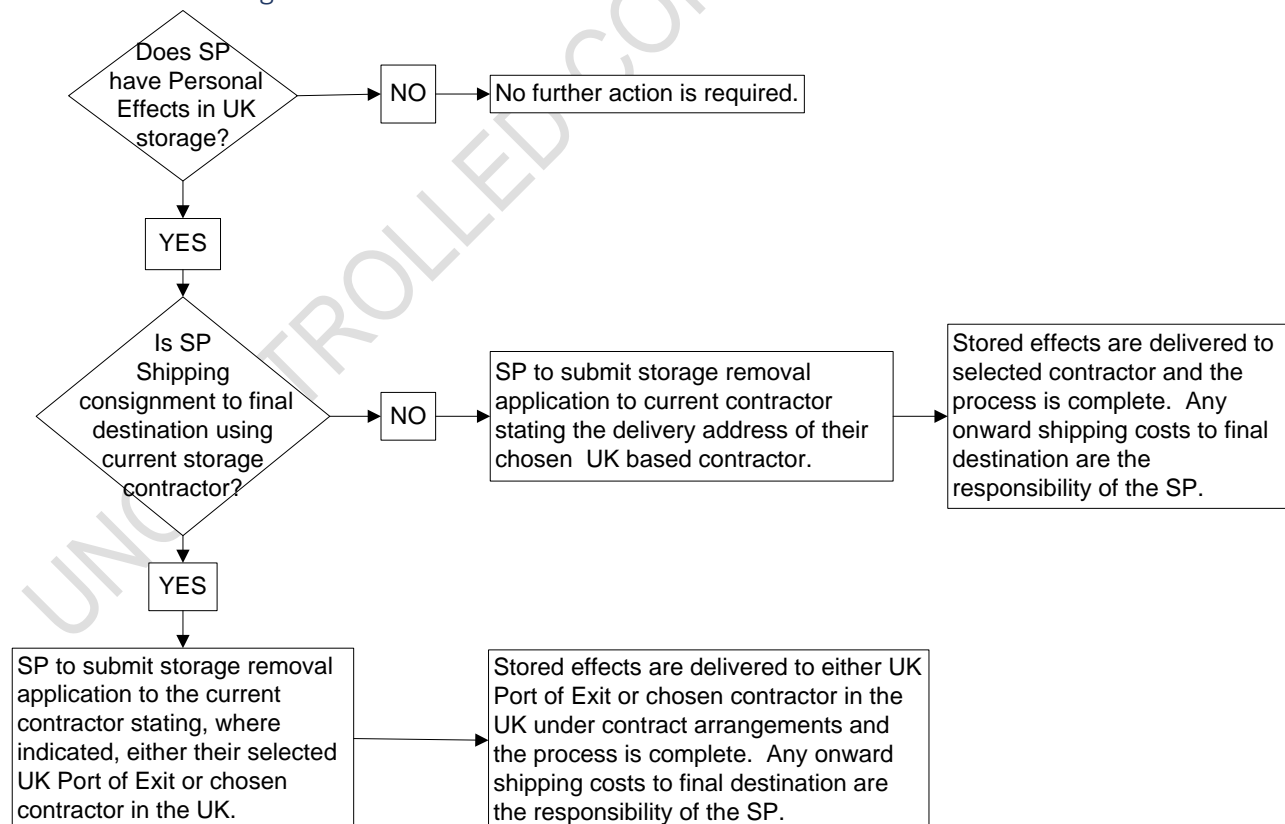
12. **Movement of Additional Baggage - Private Arrangements.** An AU may opt to move more than their entitlement plus the excess baggage element. In this case the GRMS contract will move only the volume of entitlement at public expense. The first 15% of the additional volume will be moved, under contract rates, as excess baggage with the costs reclaimed direct from individual's salary. Any volume in excess of the above must be moved under private arrangements and all costs associated with the private arrangement will fall directly to the individual. The individual is at liberty to contact any commercial supplier in the market to make their private arrangements. Although Agility Logistics Ltd cannot move the additional volume under the terms of the MOD GRMS contract, they are a worldwide company and they may be able to provide you with advice on the potential cost and how you might achieve a best value for money move for your additional volume. Contact details for Agility Logistics Ltd are available on both websites.

ANNEX A TO PART 5 CHAPTER 2: PROCESS FOR RETIREMENT OVERSEAS CONTRIBUTION

Movement of Personnel



Movement of Storage



APPLICATION FOR CONTRIBUTION OF REMOVAL COSTS – RETIREMENT FROM OVERSEAS ASSIGNMENT

After completion of Parts 1 and 2 this form should be posted or faxed to:

GRMS Section, MSS Division
Cedar 3A, Mail Point 3338
MOD, Abbeywood
Bristol, BS34 8JH

Tel (Civil) 03067 981011
Abbey Wood (Mil) 9679 81011
Fax (Civil) 01179 138973
Abbey Wood (Mil) 9352 38973

PLEASE USE BLACK INK AND CAPITAL LETTERS

PART 1 *(to be completed by the applicant)*

Service No:	
Name:	
Rank:	

Please tick as applicable: ☐ RN ☐ RM ☐ ARMY ☐ RAF ☐ ACCOMPANIED ☐
UNACCOMPANIED

Current Duty Station:			
Current Address:			
Contact Telephone No: (including area code)		Contact Fax No:	
Date of Discharge from the Service:			

Country to which you are Retiring:	
New Address:	
Movement Details / Departure Address:	

I confirm that:

- a. I understand that the calculation for the movement of my effects under the current Regulation contained in JSP 752, Chapter 7, paragraph [07.0205e](#) will be made using surface (not air) freight rates, this will be based on the last move of the actual volume within entitlement of effects, unless there has been a change in circumstances.
- b. The information quoted above is, to the best of my knowledge, correct.
- c. None of the prohibited items listed in current regulations is, or will be, included in my or my immediate family's PE.

d. I accept that in choosing to settle other than in the UK and being in receipt of a Letter of Authority, I will be totally responsible for making all of the necessary arrangements, including payment for the movement of my effects by private arrangement.

e. I accept that if I elect to move my or my immediate family's PE under private arrangements it will be at my own risk and that MoD, or its agent, will not be liable for any loss, damage or delay in my or my immediate family's PE from any cause whatsoever whilst in transit.

f. I understand that the Estimate of Refund is not the authority to claim the refund.

g. I understand that I am not eligible to submit a claim if I am in receipt of removal/relocation costs paid for by a third party, or if any third party has agreed in principle to pay for such costs. If the third party has agreed to meet the costs in part, I acknowledge that I am only entitled to the balance of the actual costs from the MOD.

h. I understand my claim for reimbursement is to be accompanied by an original receipted invoice and that a claim will not be paid based on an estimate of the costs of removals and that any claim is to be submitted within 3 months of my termination date. Payment will be in Pounds Sterling and where the receipted invoice is in a currency other than Pounds Sterling the rate is to be calculated using the FFR.

i. I agree to repay any money paid to me by the MoD which represents an overpayment or for which I am otherwise ineligible including, but not limited to, money received or promised by a third party.

Each applicant must complete their own individual application form. All applications must be submitted through the Service person's Unit, Ship or Station Admin Office.

Signed: Date:

Name: Rank:

PART 2 *(to be completed by Current Unit, Ship or Station Admin Staff)*

It is confirmed that the Service person is entitled to move under this scheme and that his/her circumstances have not changed since moving to the current assignment:

Signed:
(to be signed by OR9 or above)

Name:

Rank:

Date:



PART 3 (to be completed by GRMS Section)

The following Unique Reference Number (URN) must be quoted on all correspondence relating to this request:

Unique Reference Number (URN):	
MSS confirms that, based on the information provided above at Parts 1 and 2, the maximum contribution would be: (see JSP 752 paragraph 07.0205e)	£ (Sterling)

If you wish to apply for removal costs please complete Part 4 and return to GRMS Section. If eligible a Letter of Authority will then be issued.

Signed:

GRMS Section for Asst Hd MSS Div

Date:



PART 4 (to be completed by individual, if required, after Part 3 has been completed by MSS).

Request for a Letter of Authority to receive a contribution towards the costs of removals when retiring overseas from an overseas assignment.

I request GRMS Section issue me with a Letter of Authority to receive removal costs expended up to the maximum stated at Part 3 when retiring overseas from an overseas assignment. I acknowledge the maximum amount, in accordance with paragraph [07.0205e](#), I may be entitled to claim is:

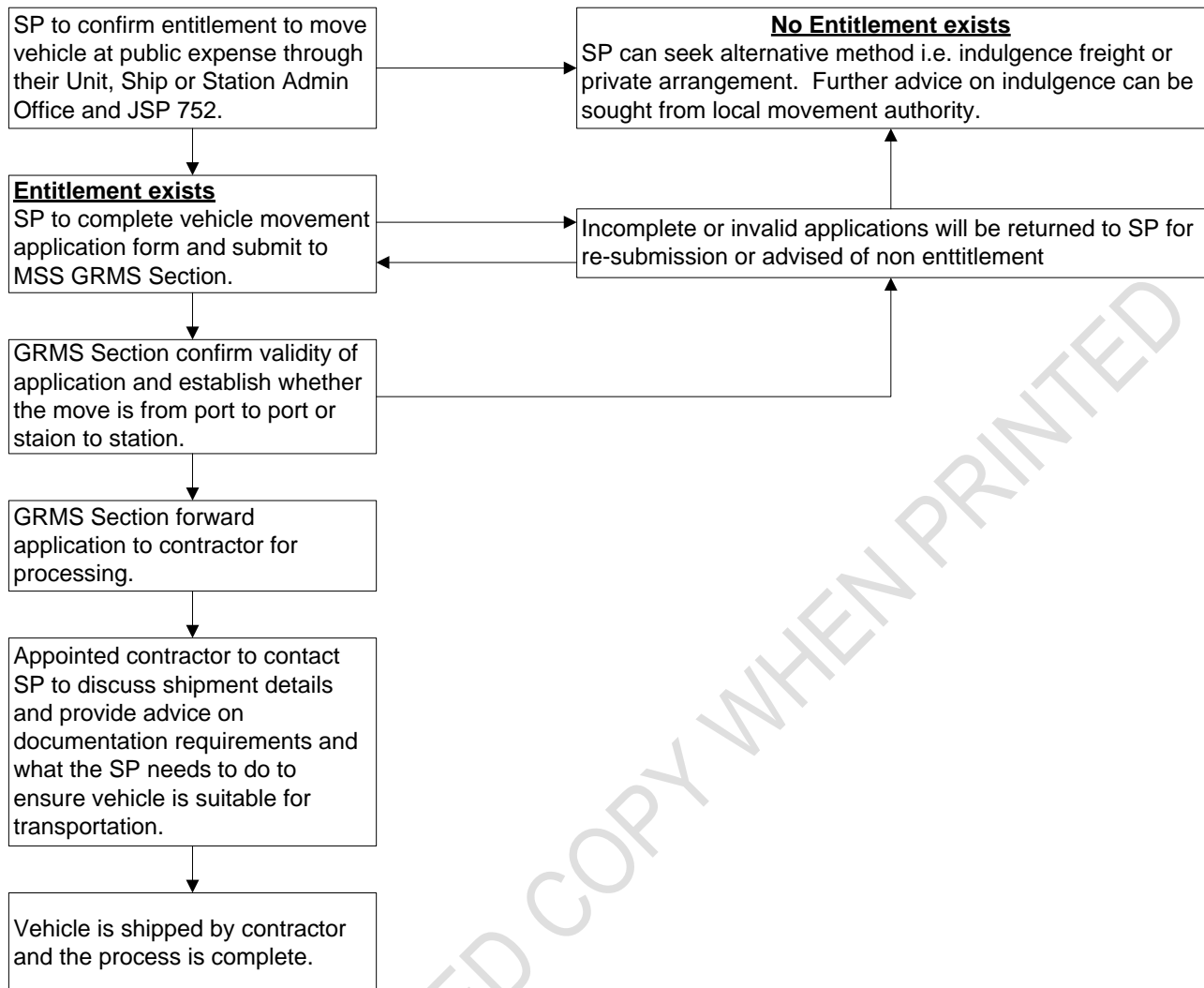
£ (Sterling):	
---------------	--

I accept that I may only claim the actual admissible costs incurred, in accordance with the regulations in JSP 752, and that the claim must be supported by a receipted invoice.

Signed: Date:

Name: Rank:

ANNEX B TO PART 5 CHAPTER 2: VEHICLE MOVEMENT APPLICATION PROCESS



APPLICATION FOR MOVEMENT OF VEHICLE AT PUBLIC EXPENSE

After completion of Parts 1 to 6 this form should be posted or faxed to:

GRMS Section, MSS Division
Cedar 3A, Mail Point 3338
MOD, Abbeywood
Bristol, BS34 8JH

Tel (Civil) 03067 981011
Abbey Wood (Mil) 9679 81011
Fax (Civil) 01179 138973
Abbey Wood (Mil) 9352 38973

PLEASE USE BLACK INK AND CAPITAL LETTERS

PART 1 DETAILS OF APPLICANT *(to be completed by the applicant)*

Service / Staff No:	
Name:	
Rank:	
Assignment Authority:	

Please tick as applicable: ☐ RN ☐ RM ☐ ARMY ☐ RAF ☐ CIVILIAN

PART 2: TYPE OF VEHICLE *(To be completed by the applicant)*

Vehicle Type: i.e Car			
Vehicle Make and Model:			
Vehicle Colour:			
Year of Manufacture:		Engine c.c	
Registration Number:			
Chassis No/VIN (USA Use Only)			
Value (£):			

PART 3 CONTACT DETAILS *(To be completed by the applicant)*

These contact details are where either you or your family can be contacted in case the shipping agent has any queries regarding your application.

At present location until (Date):		At new location from (Date):	
Civilian Tel No:		Civilian Tel No:	
Civilian Fax No:		Civilian Fax No:	
E-mail address:		E-mail address:	

PART 4 VEHICLE SHIPMENT DETAILS *(To be completed by the applicant)*

Requested Point of Collection (Port, warehouse, depot, station):	
Preferred Collection Date:	
Requested Point of Delivery (Port, warehouse, depot, station):	
Preferred Delivery Date:	

PART 5 ACCEPTANCE OF CONDITIONS *(To be completed by the applicant)*

I confirm that:

- a. I will complete all the necessary documentation and carry out all necessary vehicle preparations within my responsibilities as advised by the shipping contractor.
- b. I declare that no items, as detailed in the prohibited items list, or items not ancillary to my vehicle, will be placed or left in or on my vehicle.
- c. I agree to refund the MoD any costs incurred as a result of my failure to comply with my responsibilities in relation to the movement of my vehicle at Public Expense.
- d. The information given on this application form is, to the best of my knowledge, correct.
- e. I certify I have read, understood and accept the above conditions and request that any monies payable to the MoD be reclaimed through my salary by the following method:

☐ Lump Sum **OR** ☐ Instalments

Signed: Date:

Name: Rank:

PART 6 UNIT AUTHORITY *(to be completed by Current Unit, Ship or Station Admin Staff)*

I confirm that the applicant is entitled to move their vehicle at public expense:

Signed:
(to be signed by OR9 or above)

Name:

Rank:

Date:

UNIT STAMP

PART 7 INLAND HAULAGE *(to be completed by GRMS Section)*

Authorised for Inland haulage:

☐ YES ☐ NO

Signed:

GRMS Section for Asst Hd MSS Div

Date:

MSS STAMP

INTENTIONALLY BLANK

UNCONTROLLED COPY WHEN PRINTED

PASSENGER TRAVEL INSTRUCTIONS

PART 5 - UNACCOMPANIED BAGGAGE

CHAPTER 3 – GRMS, CONTRACTOR AND USER RESPONSIBILITIES

CONTENTS

Para	Contents	Page
Introduction		
1	Introduction	5-3-1
Responsibilities		
2	Roles and responsibilities	5-3-1
3	Tasks	5-3-2

Annex A: FMS And RSO Tasks

Annex B: Storage Tasks

Annex C: SPS – General

Appendix 1: Unaccompanied Baggage Self Pack Contents List

Appendix 2: Responsibilities Of The Service Person At Dispatching Or Receiving Unit Store

INTRODUCTION

1. The Movement of PE is governed by various regulations and restrictions. Due to the individual contents of consignments each move is unique in nature and it is essential that sufficient time is spent planning and preparing individual moves.

RESPONSIBILITIES

2. Roles and responsibilities of the AU and all other agencies are specific. This ensures that the focal point for any part of the process has a clear understanding of their individual responsibility, ensuring PE is moved effectively. The following details the division of responsibility:

a. **GRMS Section, DSCOM Families Section.** Manage the policy and technical aspects of the GRMS and legacy UB contracts including processing Vehicle Movement and Retirement Overseas Applications and the coordination of the Families UB element of all Unit Moves. DSCOM Families Section also deliver Removal and Storage presentations to single service focal points, garrisons units, Service personnel and their families on request.

b. **Agility Logistics Ltd.** The prime contractor to the MOD for UB. Manage the application process and the commitment of removal and storage tasks. Allocate subcontractors to tasks and manage AU issues and complaints.

c. **M & S Shipping International (Ltd).** The prime contractor to the MOD for the management of Legacy Storage¹. Manage the application process for removal from legacy storage and associated removal tasks. Allocate sub-contractors to legacy tasks and manage AU issues and complaints.

d. **Removal and Storage Sub-Contractors.** Provide the AU with pre-movement surveys, a professional packing, unpacking, collection, delivery, movement and storage service where applicable, to the MOD contracted standard.

e. **AU.** Civil servants or Service personnel or their accompanying spouses or civil partners where an entitlement exists and an application has been submitted. Responsible for the submission and accuracy of Removal and Storage Applications. Preparation of UB consignments prior to the arrival of sub-contractors for packing and or collection in accordance with this policy and the current GRMS guides. Securing insurance cover for the removal and storage of UB (Disturbance Allowance includes an element for purchasing transit insurance).

f. **Authorising Officer.** Responsible for countersigning applications to confirm the accuracy of the AU details and the legitimacy of the move at public expense. Authorising Officers must be OR 9 or above and must not self authorise.

3. **Tasks.** The following annexes provide detailed guidance of the tasks to be performed by the contractor and customer when moving UB at public expense.

- a. Annex A: FMS and RSO (including UK movement).
- b. Annex B: Storage.
- c. Annex C: SPS (General).

¹ Legacy Storage is those consignments that were moved in to store pre Oct 10

ANNEX A TO PART 5 CHAPTER 3: FMS AND RSO TASKS

Tasks to be Performed by the Customer

1. **Insurance.** The AU is strongly advised to take out insurance for the removal and storage of your UB with a policy that covers "New for Old" replacement. Disturbance Allowance includes an element for purchasing transit insurance. MOD contractors are not responsible or obliged to provide insurance cover for consignments moving under service arrangements.
2. The customer should ensure the following tasks are completed prior to the collection of their PE:
 - a. The packing of items that they do not wish the removal crew to pack – provided the contractor has agreed to this beforehand. You should check with your insurer that self-packed items are not excluded from your insurance policy. (The contractor is not obligated to unpack boxes that have been packed by you).
 - b. Difficult fastenings are undone before the removal crew arrive (i.e. top of wall units, screws etc). However, do not remove or lift these items, but leave in a safe manner for the contractor to move as required. Be sure to warn the contractor the top is unscrewed etc. Do not remove fitments.
 - c. Disconnect cookers and fires, defrost freezers, take down electrical fittings, drain water and secure washing machine drums in accordance with manufacturer's instructions and take down TV or satellite aerials. It is advisable to seek advice from a qualified trade's person to complete these tasks.
 - d. Dismantling of self-assembly furniture such as wardrobes, but not standard construction beds.
 - e. Fridges and freezers are delicate machines and therefore should be prepared for removal with care. Generally, freezers should be empty, however, when the move only involves a short journey, contractors may agree to move fridges/freezers with the contents if asked. Food should be packed in polythene bags so that it can be taken out easily when the fridge/freezer is moved into/out of the van. Always obtain the contractor's advice and comply with weight restrictions.
 - f. Hi-Fi systems are best moved in original packaging. Always ensure that moving parts are restrained. The contractor does not provide specialist packing.
 - g. You must ensure that all items are removed from loft space before the collection commences. Crews are not responsible for entering loft space to remove items.
 - h. It is your responsibility to check that all items have been removed from your residence before the crew depart and to ensure that items that must remain in the property are not removed.
 - i. You should always check with the contractor to ascertain the conditions under which any house or garden plants will be moved. Please note that the transportation of plants is entirely at the contractor's discretion.

- j. You are required to countersign the Inventory agreeing to its accuracy and content. You must sign the Collection/Delivery Notes to confirm the percentage packed and unpacked by the carrier.
- k. If you elect to unpack cartons which were packed by the contractor, you should make these available for collection within 21 days of delivery and ensure they are kept in clean / dry conditions. Contractors are not required to collect wet cartons and may refuse to take those that are water damaged.
- l. Small items of garden furniture and equipment may be moved. Other outdoor equipment on the Prohibited Items List may be moved if private arrangements are made with the nominated contractor. However, you are responsible for all additional costs incurred as a result of the movement of these items.
- m. Any changes to addresses, dates or times for collection or delivery must be submitted in writing and received and receipt confirmed by Agility Logistics Ltd at least two working days before the move.

Tasks to be Performed by the Contractor

- 3. The contractor will undertake the following tasks:
 - a. Carry out a pre-move survey and prepare an inventory. (You should check with the pre-move surveyor if there are any tasks they require to be performed prior to collection and if owner packed boxes should be left open to enable the crew to check if packing is adequate).
 - b. Advise you of a date for collection/delivery. The time will only be specified as AM or PM due to the unpredictability of traffic conditions.
 - c. Provide all the labour necessary for the proper and efficient packing of your furniture and effects, including the subsequent unpacking on delivery. (The contractor is not obligated to unpack boxes that have been packed by you).
 - d. Disassemble and reassemble standard bedsteads. The contractor is not contracted to dismantle cabin beds, bunk beds, waterbeds or any other type of complex furniture. You must provide special tools, such as Allen keys for jobs the contractor will undertake.
 - e. Take down, (but not re-hang) wall hangings, paintings, pictures, mirrors etc.
 - f. Take up and relay loose coverings, such as rugs and carpet squares (but not if laid down with fastenings or other adhesive).
 - g. Pack and unpack small items such as glass, china, kitchen utensils, books etc. (The contractor will take items from cupboards, china cabinets, drawers and shelves etc but on delivery will only unpack cartons and place items on to a flat surface in the relevant room for you to put away).
 - h. Carriers are not obliged to provide cardboard removal cartons, prior to your move, but they may do so at their discretion, providing your request is submitted in a reasonable timescale and it is possible to deliver to the area at no additional cost. (If you foresee this requirement requests should be made at the time of the pre-move survey).

i. If the contractor agrees to you packing certain items for carriage, then they will accept liability for the items as packed. If the contractor is unwilling to accept owner-packed items because they consider them to be insufficiently prepared and packed, they will repack prior to movement.

j. After unpacking, the contractor is to remove all dry and re-usable packing materials. If some boxes are not unpacked at time of delivery, they should be made available for the contractor to collect within 21 days (as long as they are kept dry and not water damaged).

UNCONTROLLED COPY WHEN PRINTED

INTENTIONALLY BLANK

ANNEX B TO PART 5 CHAPTER 3: STORAGE TASKS

Tasks to be Performed by the Customer

1. **Insurance.** The AU is strongly advised to take out insurance for the removal and storage of your UB with a policy that covers "New for Old" replacement. Disturbance Allowance includes an element for purchasing transit insurance. MOD contractors are not responsible or obliged to provide insurance cover for consignments moving under service arrangements.
2. The customer should ensure the following task are completed prior to collection for storage:
 - a. Ensure that your valuation form has been completed and returned to your storage contractor.
 - b. Pack those articles you do not wish the contractor to pack (provided the contractor has agreed beforehand that this may be done). It is essential that you provide a packing list to the contractor for these boxes.
 - c. Dispose of any hazardous items detailed on the prohibited items list.
 - d. It is of vital importance that all PE placed into store is clean, thoroughly dried and aired. Any moisture will form condensation resulting in damp, which may spread through your consignment. Leather items are particularly susceptible to mould/mildew if not completely clean and dry and the contractor's liability does not include mould or mildew to your effects whilst in store. See Section 3 j).
 - e. It is not advisable to dry clean, wash or polish items immediately prior to collection day as the residual moisture can cause condensation in the consignment. PE should be left to air for at least 7 days prior to storage to prevent any mould or mildew.
 - f. You should also defrost and dry out refrigerators, drain and dry out washing machines, dishwasher Sumps (drains) and all white goods thoroughly several days before putting them into storage as they can cause condensation resulting in damp and mildew spreading throughout the consignment. Always obtain the contractors advice if in doubt.
 - g. Storage contractors do not disconnect appliances or take down electrical fittings, TV or satellite aerals. Qualified agents should be used where appropriate or if in doubt of the procedure.
 - h. Loosen any difficult fastenings before the contractors arrive (i.e. top of wall units, screws etc). Do not remove or lift these items. Leave in a safe manner as the contractors will remove as required. Be sure to warn them of loosened fittings.
 - i. Hi-Fi Systems, TVs, Videos, Computers and other specialist electrical goods - the contractor will not provide specialist packing but original packing is best where possible. Ensure all moveable parts are restrained.
 - j. You should adhere to all weight and size restrictions detailed in JSP 800 Part 5 Chapter 4.
 - k. You must ensure that all items are removed from loft space before the collection commences Crews are not responsible for entering loft space to remove items.
 - l. Any changes to addresses, dates or times for collection or delivery must be submitted in writing and received by Agility Logistics Ltd and the nominated contractor at least two working days before the move.

m. If you change the size of your consignment by more than one cubic metre after the pre-move survey has been carried out, you must inform both the contractor and the Agility Logistics not less than 7 days prior to the date of collection. This is particularly important, as the consignment will be loaded into storage containers at residence. Failure to do this may result in a charge against you if additional vehicles are required or containers are were or subsequently become required.

Tasks to be Performed by the Contractor

3. The contractor will undertake the following tasks:

- a. Agree a suitable date and time for collection.
- b. Provide all packing materials and labour necessary for packing and storage. Contractors are not obliged to provide removal cartons prior to your move but they may do so at their discretion, providing your request is submitted in a reasonable timescale and it is possible to deliver to the area at no additional cost. (You should also make such requests at the time of the pre-move survey).
- c. Load/unload PE into storage containers and seal on site.
- d. The contractor will complete a new inventory for each container as it is loaded and once sealed will inform you of the seal number.
- e. Move the containerised PE to an approved storage facility and maintain a record of contents for the period of storage entitlement.
- f. Provide company indemnity insurance for the movement and storage element of the task, only. You are strongly advised to take out insurance to cover the removal and storage of your UB with a policy that covers "New for Old" replacement.

ANNEX C TO PART 5 CHAPTER 3: SPS – GENERAL

1. **Insurance.** The AU is strongly advised to take out insurance for the removal and storage of your UB with a policy that covers "New for Old" replacement. Disturbance Allowance includes an element for purchasing transit insurance. MOD contractors are not responsible or obliged to provide insurance cover for consignments moving under service arrangements.
2. **Use of SPS.** In accordance with Civil Servant and Service Personnel entitlements, the SPS service may be used under the following circumstances:
 - a. All single or married unaccompanied personnel (except on assignment to or from the USA and consignments imported to Australia which must be completed using the RSO). In such cases standard SPS volume entitlements still apply.
 - b. Civil servants and Service personnel accompanied by their immediate family when travelling to, from or between overseas stations in lieu of using FMS or the RSO where a 2nd consignment entitlement exists (except on assignment to or from the USA and consignments imported to Australia that must be completed using RSO).
3. **Sourcing Packing Materials.** Under the SPS, individuals are responsible for obtaining packing materials from unit supply organisations and for the subsequent packing and unpacking of their PE.
4. **Restriction of Carriage.** There are certain restrictions on the acceptance of carriage of SPS boxes and all AU's are required to familiarize themselves with the maximum weights, dimensions and prohibited items listed at Part 5 Chapter 4.
5. **Serviceability.** Boxes, cartons and packed items must be serviceable and capable of protecting and securing their contents. Although every effort is made to protect and care for consignments during transit, packed items must be robust enough to withstand reasonable levels of stress or strain during transit and handling en-route.
6. **Box Markings.** All Boxes must be clearly labeled on at least 2 adjacent sides with the Customer Reference Number, Name, Staff/Service Number and Delivery Address of the AU. Re-used boxes should be checked to ensure they are undamaged and complete with folding bottom and tops. All markings from previous use must be removed or clearly deleted.
7. **High Value and Specialist Items.** AU's are advised that items which are extremely sensitive to movement, delicate or of particularly high value should be moved under private arrangements. Under the publicly funded GRMS schemes there is no provision for the bespoke or unique handling of items such as bonded stores, specialist equipment, fine art, jewelry or currency etc.
8. **Suitability of PE for Carriage.** AU's should contact the Agility Logistics Ltd staff if unsure of the suitability of shipment of any item prior to packing.
9. **Liability.** SPS consignments are regularly consolidated with other shipments during transport. AU's must comply with the packing requirements and prohibited items list to minimise the risk of damage and contamination to PE or other consignments during transit. Any notification of contamination by carriers, Customs & Immigration, other consignor or authority will be investigated by DSCOM Families Section and the Agility Logistics Ltd staff. If the AU's consignment is the source of contamination to other property as a result of negligence or failure to comply with these regulations they may be held responsible for any subsequent claim or legal action.

10. **Collection and Delivery Addresses.** Collection and delivery addresses are grouped by entitlement and personal status category. SPS collections and deliveries will not be made beyond the scope and grouping of the following categories.

- a. **Service Families Accommodation(SFA) or Substitute Service Families Accommodation(SSFA).** Collection and/or delivery will be made to the allocated accommodation (This does not include irregular occupancy of surplus Families Accommodation where the entitlement exists for Single Living Accommodation (SLA) – see sub para b for procedure).
- b. **SLA within a barrack or mess.** Applicants must make arrangements to deliver and collect their consignments from the Naval Support Organisation, Quarter Master or Station Support Squadron. The nominated carrier will only be permitted to collect or deliver to and from central unit stores for security reasons.
- c. **Substitute Single Living Accommodation (SSLA).** Collection or delivery will be made from or to that allocated accommodation. (Sub para b should be noted if moving to or from SLA).
- d. Single homeowners or married unaccompanied homeowners moving to or from assignments where their private residence is their registered official Residence at Work Address (RWA) may arrange for collection or delivery from/to this address.

11. **Packing Lists.** All Self pack boxes or receptacles must be accompanied by an individual detailed packing list. The packing list should include the following details:

- a. **Customer Details.** Service or Staff number, Surname, initials, parent unit (for unit moves), losing unit for individual assignments.
- b. **Addresses.** Collection and delivery addresses must be accurate. Where consignments are being shipped to BFPO addresses it is important to provide the full civilian address and contact number for contractors to arrange collection and delivery.
- c. **Details of the Consignment.** All consignments being shipped from, to or between overseas locations must include details of the country of origin and value for customs purposes. Failure to supply this information on the packing list may cause delay to delivery and any associated costs will be deducted from the individuals pay.
- d. **Declaration.** A declaration is required from the AU to confirm the accuracy of the packing list.

12. Where consignments are being moved under a courier contract or UM arrangements, the Unaccompanied Baggage Self Pack Contents List at Appendix 1 should be completed for each box/receptacle. When a removals contractor has been tasked, the appropriate inventory packing list will be supplied within the service.

13. **Tasked Contractors.** The type of contractor tasked to collect or deliver self pack consignments will be determined by the following:

- | | |
|---|---|
| a. Mixed consignments (Furniture and boxes) | Removal Contractors |
| b. Box only consignments | Courier Contractors |
| c. Unit Moves (Single/unaccompanied) | Station or Formation
Movement Organization
(Movement Control) |

INTENTIONALLY BLANK

APPENDIX 1 TO ANNEX C CHAPTER 3 PART 5: UNACCOMPANIED BAGGAGE SELF PACK CONTENTS LIST

UNACCOMPANIED BAGGAGE SELF PACK CONTENTS LIST			
Box ____ of ____ Agility Reference _____ *Container No: _____			
Service No: _____ Rank: _____ Surname: _____ Initials: _____			
COLLECTION		DELIVERY	
Unit/Private Address		Unit/Private Address	
Address		Address	
City		City	
Country		Country	
Post/Zip Code/BFPO		Post/Zip Code/BFPO	
Tel/Fax		Tel/Fax	
Detailed Contents List			
Full Description of Goods	Qty	Country of Origin	Value in GBP (£)
Total Value in GBP for Customs Purposes I have packed the contents of this box in accordance with current Unaccompanied Baggage policy. I understand my responsibility and obligations for self pack shipments and confirm to the best of my knowledge there are no prohibited items packed in this consignment. Any Customs Duty, Revenue or costs incurred as a result of failing to comply with MOD and the appropriate customs authorities are my sole responsibility to pay. Except where detailed above these items are of (country) _____ origin.			
Signature of Shipper: _____ Date: _____ * Unit Moves Only			UNIT STAMP

Distribution

Individual SP Consignments

- 1 x copy in the box or attached to the item
- 1 X copy held by shipper (Signed and stamped when received by the unit store)
- 1 x copy to accompany UB paperwork for contractor (copy of passport where applicable)
- 1 x copy retained by the dispatching unit store

Unit Moves

- 1 x copy in the box or attached to the item
- 1 x copy held by shipper
- 1 x copy for Movement Control Staff
- 1 x copy for Unit Movement Officer/QM

INTENTIONALLY BLANK

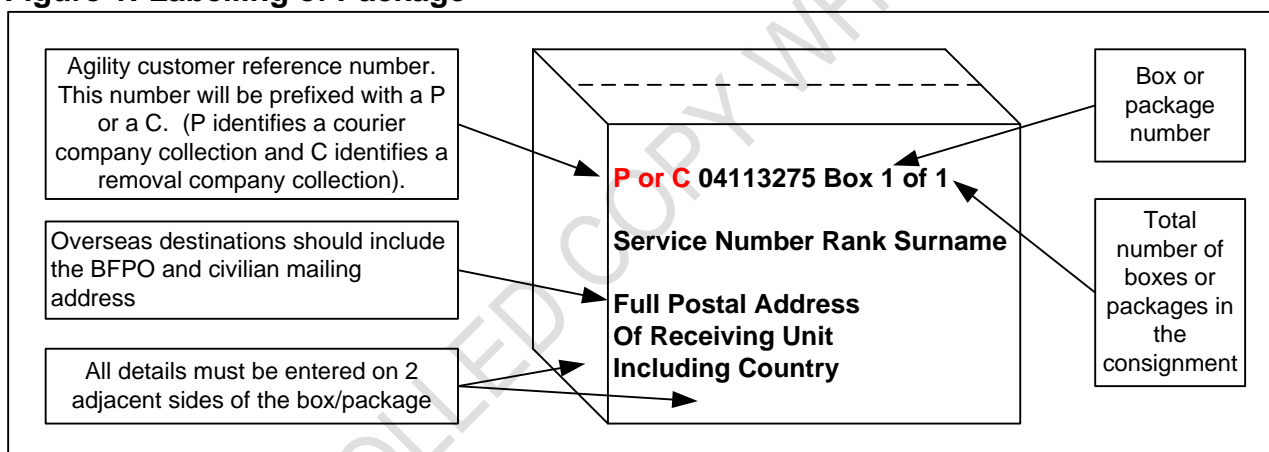
UNCONTROLLED COPY WHEN PRINTED

APPENDIX 2 TO ANNEX C CHAPTER 3 PART 5: RESPONSIBILITIES OF THE SERVICE PERSON AT DISPATCHING OR RECEIVING UNIT STORE

1. **Responsibilities of the Service Person.** Prior to handing over consignments to the NSO, SSS or QM, individual service personnel requiring the movement of PE are to ensure they complete the following:

- a. Complete the online application on the Agility GRMS website. Ensure the printed application is signed by an authorising officer prior to emailing to the Agility GRMS office at Reading.
- b. Familiarise themselves with the UB policy contained within Part 5 of this volume.
- c. Arrange the provision of suitable packing materials through your current unit central store.
- d. Pack all PE in accordance with the restrictions of carriage and prohibited items list detailed in chapter 4.
- e. Close and seal each box or package and label as detailed in Figure 1 on 2 adjacent sides prior to handing over to the unit store for collection.

Figure 1: Labelling of Package



f. Deliver the boxes to the unit store with three completed and signed Unaccompanied Baggage Self Pack Contents Lists and a copy of the owners passport for all shipments moving from or to any non EU country.

g. The unit store should check the boxes and/or items correspond with the Self Pack Content Lists and return a stamped and signed copy of each sheet to the owner as proof of receipt. The receipted copy should be retained by the owner until the shipment has been checked and received as complete at the final destination.

2. **Responsibilities of the Unit Store.** Unit Store staff are responsible for the accurate dispatch and receipt of Self Pack service consignments between unit lines. Their specific responsibilities are as follows:

- a. Consignments should not be accepted from individual service personnel without first checking all the actions detailed in paragraph 1 have been completed.
- b. A Consignment Note must be completed for all consignments collected by couriers. Unit Stores requiring blank copies of consignment notes should contact Agility GRMS SPS team as detailed in Annex B to Chapter 1 or by email (sps@agilitylogistics.com). Internal UK movements will require the completion of a general consignment note which is straight

forward to complete. Consignments requiring shipment through international borders will require the completion of International an International Consignment Note as detailed in Figure 2.

Figure 2: International Consignment Note

WHITE SECTIONS ARE MANDATORY. PLEASE COMPLETE IN CAPITALS AND PRESS HARD.

To arrange a collection call free on **0800 100 600** or book on line at www.tnt.co.uk

TNT

GD 655 485 662 WW

1. Sender's Account Number **1**

2. Invoice to Receiver **2**

3. Customer Reference (Information you would like on the invoice if required) **2**

4. From (Collection Address)

Name: _____

Address: _____ **3**

City: _____ Postal / Zip Code: _____ **6**

Province/Region: _____ Country: _____

Contact Name: _____ Tel No: _____

5. To (Receiver)

Name: _____

Address: _____ **4**

WE CANNOT DELIVER TO P.O. BOX NUMBERS

City: _____ Postal / Zip Code: _____

Province/Region: _____ Country: _____

Contact Name: _____ Tel No: _____

6. Delivery Address (If different from receiver's address above)

Name: _____

Address: _____

WE CANNOT DELIVER TO P.O. BOX NUMBERS

City: _____ Postal / Zip Code: _____

Province/Region: _____ Country: _____

Contact Name: _____ Tel No: _____

7. Dangerous Goods (Cross correct box)

Does this consignment contain dangerous goods? **8**

If yes, please call our Customer Service. ☐ No ☐ Yes ☐ UN No. _____

Your Signature _____ **10**

Date: _____ (Day/Month/Year) _____ Time: _____ **11**

8a. Services (Cross one box only to select a Service)

☐ Special Express ☐ Documents ☐ Non Documents

☐ 9:00 Express ☐ **5**

☐ 10:00 Express

☐ 12:00 Express

☐ Express

☐ 12:00 Economy Express

☐ Economy Express

8b. Options (Cross boxes)

☐ Priority ☐ **7**

☐ Enhanced Liability

9. Special Delivery Instructions (Reserved for your instructions if required)

10. Goods Descriptions (If dutiable please complete section 1)

General description (Please put full details on comments/invoice)	Number of items	Weight		Dimensions (cms)		
		Kilo	Grams	Length (cms)	Width (cms)	Height (cms)
9		Kilo	Grams	Customs	Customs	Customs
		Kilo	Grams	Customs	Customs	Customs
		Kilo	Grams	Customs	Customs	Customs
		Kilo	Grams	Customs	Customs	Customs
		Kilo	Grams	Customs	Customs	Customs

Stat. No. _____ Total _____

11. Dutiable Shipment Details (Complete for dutiable consignments)

Receiver's VAT/TVA/BTW/MWST No. _____

SENDER'S COPY
Please keep for Reference

Instructions for the entries required by Unit Stores Staffs:

1. Senders Account Number. If blank enter 1550232.
2. Customer Reference. Enter the Agility Customer Reference Number prefixed by the letter P as marked on the packages and Self Pack Contents List.
3. Collection Address. Enter the full civilian mailing address of the collection barracks including department and building number where applicable.
4. Receiver. Complete the civilian mailing address of the receiving unit as marked on the consignment packages.
5. Services. Tick Economy Express **only**.
6. Postal/Zip Code. Leave blank.
7. Options. Leave blank.
8. Dangerous Goods. Leave Blank.
9. General Description. Brief description of goods and dimensions in cm.
10. Date. Date of collection.
11. Received by. Completed by driver on collection.

c. Unit Store staff are advised to use the Self Pack Service Check List provided to ensure both the service person and unit store have completed all necessary actions prior to arranging dispatch. Failure to correctly prepare consignments or paperwork may result in refusal of acceptance for carriage by contractors, Customs delays en-route or loss of consignments.

Figure 3: Unaccompanied Baggage Self Pack Service Checklist for Unit Stores

UNACCOMPANIED BAGGAGE SELF PACK SERVICE CHECKLIST FOR UNIT STORES			
Consignment Details: Service No: _____ Rank: _____ Name: _____ _____			
Agility Reference Number: _____ Number of Packages in Consignment: _____			
Service Persons (Authorised Users) Responsibilities			
Ser	Action	Yes (√)	No (x)
1	Complete the online application, print off and ensure signed by an authorising officer. (Email fax or post to GRMS)		
2	Familiarise themselves with the relevant Unaccompanied Baggage Policy for the Self Pack Service		
3	Pack PE in suitable cartons or packages in accordance with the restriction of carriage and prohibited items list (Chap 4)		
4	Securely seal each box or package (any receptacles with locks or padlocks must be accompanied by the keys or relevant combination)		
5	Mark 2 adjacent sides with the Agility P or C Reference Number as detailed in Appendix 2 to Annex C		
6	Mark 2 adjacent sides with the package number of the total consignment as detailed in Appendix 2 to Annex C (e.g. 1 of 4, 2 of 4, 3 of 4, 4 of 4)		
7	Mark 2 adjacent sides with their number rank and surname as detailed in Appendix 2 to Annex C		
8	Mark 2 adjacent sides with the full postal address of the receiving unit (overseas destinations must include civilian addresses) as detailed in Appendix 2 to Annex C		
9	Provide the unit store with 4 x signed Self Pack Contents List for each package		
10	Provide a passport copy to accompany the paperwork for all non EU locations		
Unit Store Responsibilities – Prior to Dispatch			
11	Check the detail entered on the Self Pack Contents List corresponds with the items presented by the service person including all box/package markings		
12	Check the number of packages correspond with the total number of packages detailed on the paperwork and package markings		
13	Confirm from the prefix of the Agility Reference Number whether collection will be made by courier (P) or a removal company (C)		
14	Confirm receipt of 4 x signed Self Pack Contents List for each package		
15	Stamp, countersign and return 1 x Self Pack Contents List for each package to service person		
16	Consolidate the consignment in store for collection		

17	Complete 1 x Courier International Consignment Note for all consignments that have and Agility Customer Reference Number prefixed by "P" (Detail instructions overleaf)		
Unit Store Responsibilities – During Collection and Dispatch			
18	Handover all packages for the consignment, 2 x copy of the Self Pack Contents List, the copy of the service persons passport (where applicable) and the International Consignment Note to the courier. (For Removal Company collections just 2 x copy of the Self Pack Contents List and copy of the passport)		
19	Retain 1 x copy of the Self Pack Contents List and back copy of the International Consignment Note, or the Removals Company receipt of collection and file for unit records		
Dispatch Details: Name of driver: _____ Company: _____ Vehicle Registration Number: _____ Date and Time of Dispatch: _____ Name of Unit Store: _____ Name of Dispatcher: _____ Dispatchers Signature: _____			

d. Agility Reference Numbers are unique to each service persons consignment and must not be reused or duplicated for other consignments. Unit Store staff must not accept consignments for shipment without the service person providing their Agility reference.

e. The receiving Unit Store staff should check that all packages annotated on the driver's delivery receipt are accounted for in total. Refer to Fig 1 to cross reference package markings to the delivery receipt. If any packages are missing they should be annotated clearly on the driver's receipt and recorded in the Unit Store log. Agility GRMS SPS team should subsequently be contacted by phone or email to report the error. Under no circumstances should the delivery be refused as the consignment will be returned to the point of origin causing delay to the service person receiving their PE and result in additional cost to the MOD.

PASSENGER TRAVEL INSTRUCTIONS

PART 5 - UNACCOMPANIED BAGGAGE

CHAPTER 4 – METHOD OF MOVEMENT AND RESTRICTIONS OF CARRIAGE

CONTENTS

Para	Contents	Page
Method of Movement (MOM)		
1	Furniture Movement Services (FMS)	5-4-1
2	MOM for common destinations	5-4-2
3	Personnel requiring immediate access to PE	5-4-2
Restriction of Carriage		
4	Influencing Factors	5-4-2
5	MOM Variations	5-4-2
6	Geographical and Environmental Factors	5-4-3
7	Responsibility of the AU	5-4-4
8	Restricted and Prohibited Items	5-4-4

Annex A: List of Prohibited And Restricted Items

List of Tables

Table	Title	Page
44	Method of Movement	5-4-3

METHOD OF MOVEMENT (MOM)

1. **Furniture Movement Services (FMS)** (including internal UK movement) consignments will always be transported by surface. Surface will include road, rail, sea or combination thereof. The MOM for RSO consignments will be determined by MSS Div and regularly reviewed. The size of consignments, cost of movement, security of the load, geographical restrictions and location of the collection / delivery addresses are primary factors that will be considered. MSS Div will retain the authority to change the MOM, routes and transit times for all RSO and overseas SPS movement as deemed necessary. The International regulations and host nation laws concerning the import and export of PE must be adhered to when transporting UB consignments. Factors influencing the acceptance of carriage through the GRMS are:

- a. Dimensions of individual items.
- b. Weight of individual items.

- c. Substances and materials used in the construction and manufacturing process of items.
- d. Attraction of National and International Regulations for the Transportation of Dangerous Goods.

2. **MOM for common destinations.** Table 1 provides a guide to the MOM for common destinations. These transit times do not apply to Unit Moves (See chapter 5) and are for planning purposes. Changes to shipping routes, customs requirements and airport/seaport procedures are common place and frequently implemented at short notice by local authorities therefore impacting on the actual transit times “door to door” for some consignments.

3. **Personnel requiring immediate access to PE** for service reasons on arrival at their new assignment destination should refer to Accompanied Air Baggage Scales and or Excess Air Baggage as detailed in JSP 800 Volume 2 Part 2 Chapter 2.

RESTRICTION OF CARRIAGE

4. **Influencing Factors.** International regulations and host nation laws concerning the import and export of PE must be adhered to when transporting UB consignments. Factors influencing the acceptance of carriage through the GRMS are:

- a. Dimensions of individual items.
- b. Weight of individual items.
- c. Substances and materials used in the construction and manufacturing process of items.
- d. Attraction of National and International Regulations for the Transportation of Dangerous Goods.
- e. Customs, Excise and Bio-security regulations in the host nations (This includes crossing national borders en-route).
- f. Legal possession or ownership of the item in the country of origin and destination.

5. **MOM Variations.** In some instances, the MOM may dictate restrictions of carriage.

Table 1: Method of Movement

Location	AU required in Destination Country Before Dispatch of UB	Method of Movement	Average Transit Times
Ascension Island	NO	S	8 - 10 weeks
Australia	YES	A	3 - 5 weeks
Belize	YES	S	8 - 10 weeks
Bosnia	YES	S	2 - 3 weeks
Brunei	YES	S	8 - 10 weeks
Canada	YES	S	7 - 9 weeks
Croatia	YES	S	2 - 3 weeks
Cyprus	NO	S	4 - 6 weeks
Falkland Islands	NO	S	10 - 12 weeks
Gibraltar	NO	S	4 - 5 weeks
Italy	NO	S	10 – 14 days
Jordan	YES *	S	6 - 8 weeks
Kenya	YES	A	2 - 3 weeks
Kuwait	YES *	S	6 – 8 weeks
Nepal	YES	A	4 - 5 weeks
New Zealand	YES	A	4 - 5 weeks
Norway	NO	S	1 - 3 weeks
Oman	NO	S	6 - 8 weeks
Saudi Arabia	MOD SA Approval	A	2 - 4 weeks
Turkey	YES	S	6 - 8 weeks
UAE	YES	S	6 - 8 weeks
USA east coast	YES *	S	6 - 7 weeks
USA west coast (excl Hawaii)	YES *	S	8 - 10weeks
FMS Countries	NO	S	2 – 14 days
UK (internal)	NO	S	1 – 7 days
N. Ireland	NO	S	5 -10 days
Rest of World	TBC	TBC	TBC

Notes:

- Transit times are based on the consignment being collected in the UK (See Chapter 4 paragraph 2)
- Method of Movement is reviewed regularly by MSS Division and may be subject to change at short notice. AU's (Authorised Users) will be notified by the GRMS staff in any such instances
- A – Air movement will be the primary method of transport but may include elements by surface transport.
- S – Surface movement will be the primary method of transport and may include road, rail, sea or a combination thereof.
- Rest of World methods of movement and approximate transit times will be determined on receipt of applications, subject to volume, origin and final destination.
- Transit times for Unit Moves may vary from those detailed above and further advice should be sought from the SA Mov MSS Div (See Annex B to Chapter 1 for details)
- Countries annotated with * normally require copy of the AU visa to accompany UB but may be dispatched in advance of AU's arrival in country. Primary contractor will advise.

6. **Geographical and Environmental Factors.** There are various geographical and environmental factors that must be considered when shipping PE and this restricts the size and weight of individual items. Maximum dimensions and weights by type of service are as follows:

a. **RSO – SEA.** There are no maximum or minimum individual dimensions for any item, but the maximum volume must not exceed 1.5m³. All items must be a manageable 2 man lift and not exceed 125 Kgs.

b. **RSO – AIR.** Individual items must not exceed any of the following dimensions 1.5m (Length) x 1.3m (Width) x 1.3m (Height) or a total volume of 1.5m³. All items must be a manageable 2 man lift and not exceed 125 Kgs.

c. **SPS – UK and FMS Countries.** Individual boxes should not exceed 0.7m (Length) x 0.6m (Width) x 0.5m (Height) or 0.21m³. Boxes must not exceed 70 Kgs for internal UK movement. Boxes must not exceed 30 Kgs when moving between FMS countries. Each box must be manageable as a one-man lift.

d. **SPS – RSO.** Individual boxes should not exceed 0.7m (Length) x 0.6m (Width) x 0.5m (Height) or 0.21m³. Boxes must not exceed 30 Kgs in weight. Each box should be a manageable one-man lift.

e. **FMS/UK.** FMS and UK movement services attract fewer restrictions. However, all items must be a manageable 2-man lift. It is essential that there is sufficient access to properties, through doorways, on stairs and along corridors for removal teams to complete tasks safely. Users should highlight any items that may be difficult to move due to limitations of property access during the surveyors visit. The surveyor will inform users of any items that they consider are oversized. Removals teams are not qualified or authorised to remove windows or access doors to properties. It is the owners' responsibility to ensure that large items that have been assembled in the property are disassembled to a manageable size prior to removals teams starting the task.

7. **Responsibility of the AU.** It is the responsibility of the AU to acquaint themselves with the import and export regulations of countries to which they are sending or dispatching their UB. Host nation guidance is available from the relevant Embassy's, Consular's or Customs and Immigration websites. The MOD and its contracted suppliers will not be held liable or responsible for the shipment of illegal or prohibited items moved under the GRMS. Any confiscation or requirement as a result of illegal import, export or ownership of PE is a private matter between the AU and appropriate authority. Any delay or demurrage as a result of non-compliance will not be funded at public expense. Chapter 6 provides further details of Customs requirements.

8. **Restricted and Prohibited Items.** Household and personal effects may not include items that are either restricted or prohibited for transport and shipment. Annex A provides a list of restricted and prohibited items for carriage as UB. This list is non-exhaustive and AUs are strongly advised to seek guidance from the Agility Logistics Ltd staff or their nominated contractor if in doubt of the suitability for carriage or shipment.

ANNEX A TO CHAPTER 4 PART 5: LIST OF PROHIBITED AND RESTRICTED ITEMS

	FMS	RSO	SPS UK	SPS RO W	Stor- age
Any articles attracted to the regulations concerning Transportation of dangerous Goods for road, rail, sea, air (UN Classes 1- 9)	x	x	x	x	x
Ammunition and explosives (including fireworks)	x	x	x	x	x
Currency or currency instruments	x ⁽¹⁾	x	x ⁽¹⁾	x	x ⁽¹⁾
Dangerous or controlled drugs	x	x	x	x	x
Firearms of any type	x	x	x	x	x
Knives/blades excluding those acceptable in both the country of collection and delivery	x	x	x	x	x
Motor vehicles, motorcycles and mopeds sit on mowers (Including parts and assemblies)	x ⁽²⁾	x ⁽²⁾	x ⁽²⁾	x ⁽²⁾	x ⁽²⁾
Internal combustion engines or parts there of	x ⁽³⁾	x	x ⁽³⁾	x	x ⁽³⁾
Flammable liquids or materials (e.g. paints, dye, matches, firelighters, solid fuel, methylated spirit)	x	x	x	x	x
Perishable, liquid or frozen foodstuffs	x ⁽⁴⁾	x	x	x	x
Alcohol (including wine, spirits and beer)	x ⁽⁵⁾	x	x ⁽⁵⁾	x	x
Tobacco products (including cigarettes, cigars and pipe or rolling tobacco)	x ⁽⁵⁾	x	x ⁽⁵⁾	x	x
Plants, plant or tree cuttings, bulbs, logs, timber, shrubs and seeds for sowing	x ⁽⁶⁾	x	x ⁽⁶⁾	x	x
Any item which if it escapes/leaks from its receptacle could contaminate the remainder of your PE or any other cargo	x	x	x	x	x
Compressed gas and aerosols containers of any type (including sub aqua bottles, gas bottles, hairspray)	x ⁽⁷⁾	x	x ⁽⁷⁾	x	x ⁽⁷⁾
Corrosive substances (including articles containing mercury – barometers, thermometers, wet cell batteries, acids and alkalis)	x ⁽⁸⁾	x	x ⁽⁸⁾	x	x ⁽⁸⁾
Heavily magnetised articles	√	x	x	x	√
Oxidising materials(including bleaching agents, peroxides and potassium chlorate)	x	x	x	x	x
Radio transmitters (including walkie-talkies, microphones, micro-bugs and mobile phones) not approved in the destination	x	x	x	x	√
Other portable electronic equipment such as transistor radios, alarm clocks, torches, remote controls etc(unless batteries are removed)	x	x	x	x	√
Poisonous Substances	x	x	x	x	x
Items derived from rare or endangered species (including certain types of fur, ivory, reptile leather and items made from them)	x ⁽⁹⁾	x ⁽⁹⁾	x ⁽⁹⁾	x ⁽⁹⁾	x ⁽⁹⁾
Live or stuffed(dead) animals and birds	x	x	x	x	x ⁽¹⁰⁾
Wood shavings and fodder(including hay and straw)	x	x	x	x	√
Indecent, offensive or obscene magazines, films, videotapes, computer discs or articles.	x	x	x	x	x
Trailers (any type), caravans, garden sheds, greenhouses wooden garden furniture.	x ⁽¹¹⁾	x ⁽¹¹⁾	x ⁽¹¹⁾	x ⁽¹¹⁾	x ⁽¹¹⁾
Notes:					

1. Only applicable to those services annotated
2. 1 x set of winter or all weather/summer tyres and 1 x set of continental or UK headlamps will be accepted for carriage as UB for vehicles that are currently owned. These items must be clean and free from oil, soil or road grime.
3. With the exception of powered go-karts, mini mottos, motor mowers , garden strimmers, hedge trimmers, chainsaws and small outboard motors. Any such items must be drained, vented and certified in accordance with current international regulations.
4. Accepted for carriage at owners risk if agreed with contractor. Must be pre-bagged so that the items can be removed from the freezer compartment during loading and unloading from removal vehicles.
5. Accepted under agreement with the contractor for UK internal movement only.
6. Accepted under agreement with the contractor for UK internal movement only
7. Discharged and certified cylinders may be accepted under agreement with nominated contractor.
8. Household barometers/thermometers may be accepted under agreement of the nominated contractor.
9. Seek specific advice from the contractor.
10. Taxidermy prepared hunting trophies may be accepted for storage in agreement with contractor
11. Specific advice for the carriage and storage of garden furniture is to be directed to the nominated contractor.

The country in which you are assigned may have laws that prohibit or restrict the export or import of certain items. It is the AU responsibility to comply with these laws. Individuals importing personal effects into the UK are advised to read the appropriate pages of HM Customs and Excise Website.

THE INCLUSION OF PROHIBITED ITEMS IN YOUR BAGGAGE MAY LEAD TO PENALTIES, THE CONFISCATION OF THE GOODS CONCERNED BY THE RELEVANT AUTHORITIES AND REFUSAL OF CARRIAGE BY THE CONTRACTOR.

PASSENGER TRAVEL INSTRUCTIONS

PART 5 - UNACCOMPANIED BAGGAGE

CHAPTER 5 – ARMS PLOT / UNIT MOVES

CONTENTS

Para	Contents	Page
1	Applicability	5-5-1
2	Arms Plot / Unit Moves	5-5-1
3	Responsibility for the Movement of UB	5-5-1
4	DSCOM Families Department	5-5-1
5	Planning	5-5-2

1. **Applicability.** For this Chapter all references to Unaccompanied Baggage (UB) will apply to the movement of PE belonging to a Service person and their immediate families under collective arrangements as per JSP752.

2. **Arms Plot / Unit Moves.** UB will be moved under collective arrangements, as part of a Unit Move (UM) for the single services in the following circumstances:

- a. The permanent administrative relocation of any unit moving more than 30 personnel from one duty station to another in a compressed period of time.
- b. Arms Plot moves as a result of a unit re-role or change of commitments.

3. **Responsibility for the Movement of UB.** Responsibility for the coordination and movement of UB is as follows:

- a. Units are responsible for notifying the DSCOM Families Department of their intent to unit move providing estimated figures at least 12 months prior to requirement. 6 months prior to planned movement these figures must be confirmed with MSS and the losing and receiving formation movements unit. Each unit must nominate a primary point of contact for all movement planning activity.
- b. Service personnel accompanied by their immediate families will have their PE moved under collective arrangements controlled by DSCOM Families Department.
- c. Single and married unaccompanied Service personnel will have their PE moved under centrally coordinated arrangements through their Formation HQ and single service or supporting movement organisation.

4. **DSCOM Families Department.** The DSCOM Families Department is the tri-service single point of contact for policy direction and guidance on all matters concerning the movement of Families UB in support of any UM. Units must confirm figures provided during initial notification to UM with the DSCOM Families Department at least 6 months prior to any planned move date. This will assist with identifying movement windows and resource requirements. DSCOM Families Department lead on all activity concerning bulk movement of families UB and will produce the Families Unaccompanied Baggage Movement Instruction prior to initiating the interface between the unit and contractor. See Part 5 Chapter 1 Annex A for contact details.

5. **Planning.** Each UM is unique in structure, requirement and size. It is essential that all units planning to UM, identify a Unit Movement Officer (UMO). The UMO should contact the relevant movement agencies at least 6 months prior to the planned move date, to initiate a Unit Move Planning Conference (UMPC). The UMPC should aim to identify unit requirements, deadlines and supporting organisations constraints. It is essential that the following organisations should be represented:

- a. The supported HQ (*OP COM*).
- b. The supporting HQ (*ADMIN COM*).
- c. Defence Estates (*Losing and receiving station*).
- d. Unit Welfare Officer.
- e. Losing/receiving Garrison HQ.
- f. Other units moving in tandem (*Arms Plot*).
- g. DSCOM Families Department – (Families UB Movement).
- h. Losing / receiving Formation Movement Staff (*Passenger movement, freight, regimental and public property, single/married unaccompanied soldiers UB*).