

VOLUME 3  
CHAPTER 108**Career Management and Supportability Checking for Serving Personnel whose Family Members have Disabilities and/or Additional Needs**

[D/DPS(A) 33 (PS4)]

**References:**

- A. JSP 820 MoD Disability and Additional Needs Policy (Dec 06).**
- B. Disability and Additional Needs – A Guide for Parents and Careers MMP113 (Jul 06).**
- C. JSP 752 Tri-Service Regulations for Allowances.**
- D. JSP 464 Tri-Service Accommodation Regulations.**

**Aim**

**108.001.** The aim of this instruction is to ensure:

- a. All serving Army personnel with a family member who is disabled and or has additional (including educational) needs, register this with their Chain of Command and Career Manager in the Army Personnel Centre (APC).
- b. Responsive Army career management which meets the needs of the Army and for those who have registered takes account of their families needs.
- c. That the Chain of Command, service providers and Service personnel and their families involved in the process are aware of their responsibilities and the support available from within the Army and the MoD.

**108.002.** Policy for support to Service personnel with a disability or additional needs is contained in **Reference A**. This AGAI deals solely with family needs.

**Policy Guidance – Compliance with Legislation, Support and Career Management**

**108.003. Compliance with Legislation and Guidance.** In the UK, the MoD and the Army comply with English legislation and that of the Devolved Assemblies as it affects families. A brief outline of the relevant English legislation and Department for Children Families and Schools Special Educational Needs Guidance is at **Annex A**. Within England, policy for supporting those with Disabilities, Additional and Educational Needs is generally the responsibility of the following Government Departments<sup>1</sup>; Department for Children, Schools and Families (DCSF), Department of Health (DoH) and the Department for Work and Pensions (DWP). Local Authorities Social/Welfare Services and Primary Care Trusts are normally responsible for delivering specialist support to eligible individuals within their area of responsibility. Within Overseas Commands/Detachments the MoD/Army strive to reflect the spirit of English legislation and provide support to families with disabilities or additional needs where possible. **Reference A** promulgates MoD Disability and Additional Needs Policy.

**108.004. Definition of a Child or Young Person and an Immediate Family Member.** For the purposes of this instruction, the definition of a Child or Young Person can be found in **JSP 752 Chap 1 Sect 2 para 01.0208** and for other immediate family members in **JSP 752 para 01.0229**.

**108.005. Support.** In the UK, eligible serving Army personnel and their family members<sup>2</sup> are entitled to receive the same levels of support as UK citizens from Local Authorities (LA) or their equivalent in the Devolved Assemblies. This includes; health, educational or social services support. Overseas, the Army is unable to replicate the full range of support available in the UK. To ensure family members with Disabilities or Additional Needs are not disadvantaged, the Army has a mandatory registration and career management process, to ensure support needs can be assessed to determine whether the needs can be met prior to overseas accompanied assignments being confirmed. In the event of a diagnosis or assessment of additional needs or disability of a family member whilst on an overseas assignment, support will be provided where possible. In some cases a career managed assignment or family return to the UK will be the only option.

**108.006. Career Management.** Whilst the needs of the Service, as reflected in **The Queen's Regulations for the Army (QR(Army)), Chapter 9, para 9.260** remain paramount, the Army will always take account of a serving

<sup>1</sup> Similar but separate arrangements are in place in NI, Scotland and Wales.

<sup>2</sup> Family members subject to immigration control with no recourse to public funds should check eligibility with the Department concerned prior to submitting applications for support.

person's family needs providing that the Chain of Command and Career Managers in the Army Personnel Centre (APC) have been made aware of any specific circumstances. When a Service person registers the facts that they have a family member with disabilities or additional needs, wherever possible, employment will be found that can enable the needs of the family to be met whilst enabling the career of the Service person to continue to develop and progress. Serving personnel who have family with disabilities or additional needs are to be considered for promotion, career courses and advancement in competition with their peers without reference to their family's specific circumstances. Serving personnel should be briefed by their Chain of Command and Career Managers that any self-imposed restriction on attendance on career courses or opportunities to gain further relevant training or experience may adversely affect future employability and career prospects.

### Responsibilities

**108.007. Directorate of Personal Services (Army).** The Director of Personal Services (Army) is responsible, on behalf of the Chief of the General Staff, for maintaining and promulgating Army Disability and Additional Needs Policy as it affects family members. In addition DPS(A) also sponsors a family friendly guide (**Reference B**) explaining the policy and sources of support, copies of which are available through DSDC Bicester, Army Welfare staff and MoD/Army websites.

**108.008. Army Personnel Centre.** MS Branch Colonels are responsible for ensuring that Career Managers, where notification by a Service person has been given, record the details of service personnel with family members with disabilities and/or additional needs. Upon receipt of a completed Career Management Notification Proforma (**Annex C**), the appropriate APC Career Manager will ensure that the outline details are included within the serving person's Record of Service (ROS). The APC Career Manager is to provide the serving person with a written acknowledgement of the receipt of a completed **Annex C**, through the person's current unit. In addition, where a Service person with a registered family member is being considered by the APC for an accompanied overseas assignment, under APC arrangements, the Service person's Career Manager will notify the J1/G1 staff of the Overseas Command/Detachment concerned and ensure that the Overseas Command/Detachment has confirmed that the family member can be supported prior to the assignment order being generated.

**108.009.** The APC will also ensure that:

- a. Subject to the overriding needs of the Army, that account will be taken of the personal preferences of the serving person and their family's needs.
- b. The APC Career Manager will decide whether to assign the serving person to the Overseas Command/Detachment in accordance with normal assignment procedures, including enabling the serving Army person to be assigned on an unaccompanied basis.
- c. Every effort is made to give as much advance notification of an assignment as possible in order to allow both the individual and the Overseas Command/Detachment to put in place appropriate resources for alterations to SFA, education, health or social/welfare services.
- d. Annual assessments of an individual's performance and ability to carry out their duties do not comment on the fact that the individual has a dependant with disabilities or additional needs. However, where it is relevant, having sought Career Manager's advice, reporting officers may highlight factors for consideration when planning future assignments.
- e. On notification of a serving person and family requiring a return from an overseas assignment as a result of a diagnosis of family disability or additional needs unable to be supported in the overseas country concerned, APC Career Managers will in conjunction with the current unit identify an appropriate alternative assignment.

**108.010. Children's Education Advisory Service (CEAS).** Head CEAS is responsible for advising the Chain of Command and career management authorities on special educational needs matters supported by written recommendations/reports where appropriate. CEAS also supports serving personnel (and eligible MOD civilian families) in securing appropriate educational provision for their children in the UK, and overseas where it is available. Upon receipt of a completed Career Management Notification Proforma (**Annex C**) CEAS will ensure that the outline details are included on the CEAS register of Service Children with Special Education Needs. CEAS is to provide the serving person with a written acknowledgement of the receipt of a completed **Annex C**, through the unit.

**108.011. Overseas Commands/Detachments.** Commanders are to:

- a. Produce Overseas Command/Detachment orders or instructions for the delivery of support to family members of the Army community with disabilities and additional needs which take account of local and host nation opportunities and support requirements. Such instructions should aim to facilitate accompanied service by serving personnel where it is possible.
- b. Have procedures in place to capture the notification of a potential assignment of a family with disabilities or additional needs from either the APC or other agencies including; Children's Education Advisory Service or

Overseas Command/Detachment Health, Education, Social Work, Welfare or Accommodation providers or directly from Service personnel.

- c. Ensure, having acquired consent (from the serving person, parents, family member, or by any other person or body lawfully able to give such consent) which is required for the sharing of information of a medical, social welfare or personal nature that their local service providers carry out an appropriate assessment of needs. This may take the form of single agencies assessing the needs and reporting to a central Disabled & Additional Needs Overseas Command Group (D&ANOCG), which consists of each agency HQ staff, to determine whether the needs can be met for dependants being considered for assignment to an Overseas Command. For those dependants currently within an overseas command, a Common Assessment Framework (CAF) (Children and young adults) meeting or Multi Agency Meeting (MAM) (Adults) should be convened to establish supportability options along with recommendations against the supportability assessment criteria at **Annex B**.
- d. Ensure that the D&ANOCG, CAF or MAM assessment recommendations are forwarded to J1/G1 staff in the Overseas Command/Detachment to determine whether all options have been considered. Where a provider is unable to support the Service family under commanders arrangements they are to write to the Service person and their family explaining the reasons and means of appeal. Subsequently the final recommendation is notified by the J1/G1 staff in the Overseas Command/Detachment to the APC Career Manager along with CEAS, the other agencies involved and the Service person's current unit.
- e. Ensure that, in the event of a family member being diagnosed with a disability or additional needs during an overseas assignment, the procedures in **para 108.11b - d** above are also followed. The results of the CAF or MAM should be notified to both the unit and APC along with a suggested course of action in the event of a family being required to return to the UK to ensure a full range of support.
- f. Overseas Commands are to draw attention to the importance of Formations, Units and Service personnel complying with the direction contained in this AGAI by regularly publishing a locally appropriate version of **para 108.012j** on General Routine Orders, or equivalent orders.

**108.012. Formations and Units.** Commanders are responsible for ensuring that:

- a. Serving Army personnel with family members with registered disabilities or additional (including educational) needs notify the Chain of Command using the consent proforma at **Annex C**.
- b. Completed copies of **Annex C** are lodged with the appropriate APC Career Manager and with the CEAS. This will ensure that the outline details are included by APC and CEAS within the serving person's Record of Service (ROS) and the CEAS voluntary register of Service Children with Special Education Needs.
- c. Serving Army personnel and their families are briefed on the additional support available to them and their families such as sources of MoD/Army advice and allowances using the guide at **Annex D**.
- d. Serving Army personnel are reminded that the underlying principle for employment in the Army is the ability for a Service person to be available for worldwide deployment or assignment at any time. This policy is set out in **QR(Army), Chap 9, para 9.260** and is a condition of being accepted into the Service on enlistment. If circumstances exist that mean a Service person cannot deploy, be assigned or carry out their duties, an application may be made for their discharge or transfer to the Reserve.
- e. Serving personnel, if awaiting a family member's formal diagnosis of a disability and/or additional needs, are encouraged to voluntarily notify their Career Manager through their Chain of Command of family member(s) in order that this can be taken into account in any future career managed move.
- f. Serving personnel are counselled by their Commanding Officer (CO) annually at the time of their annual appraisal report. The CO should first seek APC Career Manager advice on options for employment and training. Wherever possible, careers are to be progressed normally. If challenges are foreseen, these must be explained to the Service person and the family, options discussed and a course of action identified and recorded. Restrictions on assignments to some locations may make it necessary to consider a transfer between an Arm or Service. Where this may be a possibility the course of action should be considered at the earliest opportunity.
- g. Where a supportability assessment recommendation indicates that an assignment preference is not supportable, the serving person's CO briefs both the serving person and their family of the outcome.
- h. Co-ordination of additional support to serving personnel and their families where the chain of command has identified there is a requirement<sup>3</sup>. This includes ensuring that serving personnel and their families are aware that the assessment of needs process is complex and may take longer than expected in order to ensure that an individual's unique circumstances are fully considered. Where shortfalls in resources or delays in adaptations are identified seeking support from the Chain of Command to resolve them where possible.
- i. Unit welfare staff ensure that serving personnel and their families, as part of unit families induction, are reminded or made aware of the support listed at **Annex D**. This Annex details UK National, MOD and Army policy

<sup>3</sup> For instance where a serving person requires assistance on assignment with SFA adaptation.

guidance and lists the main resources available to both the Chain of Command and parents/carers in the Army. Individuals requiring further advice should be signposted to CEAS, AWS, BFSWS (if in Germany), MoD Disability Advisor or if in the UK a Local Authority Disability Advisor. Details of any additional sources of assistance identified should be passed to DPS(A) – PS4(A) for inclusion.

- j. Formation and unit orders regularly publish reminders to Service personnel of the mandatory requirement to register using the following form of words:

**'Career Management and Supportability Checking for Serving Personnel whose Family Members have Disabilities and or Additional Needs.** Army Career Managers will ensure that serving personnel whose family have disabilities or additional needs are considered for promotion, career courses and advancement in competition with their peers in the normal manner. In order to take account of family members disabilities or additional needs during the assignment process it is mandatory for all Army personnel with such family needs to register the details with their Chain of Command, their Army Personnel Centre Career Manager and in the case of children, the Children's Education Advisory Service. Further details can be obtained from AGAI Vol 3 Chap 108 or from Unit Administrative or Welfare Staff.'

### **Adaptation of Service Families Accommodation**

**108.013. United Kingdom.** Where there is a requirement to supply adaptations for a Service person's immediate family in SFA, the Service person should make this clear in their SFA application. The family member should initiate an Occupational Therapist (OT) report through their GP and/or local PCT. The OT may require the disabled person and housing officials to be present at the proposed future SFA for the assessment. If this is the case, the serving person should arrange this through the DE-Ops Housing Information Centre (HIC). Family travel to attend such an assessment may be publically funded in accordance with **Reference C**. The Service person should pass the completed OT report to the DE-Ops HIC. The HIC will normally wait until they have seen the OT report before finally allocating an SFA address. The HIC is responsible for the delivery and costs of authorized SFA adaptations. Additional detail can be found in **Reference D**.

**108.014. Overseas.** Service personnel moving from the UK to an Overseas Command should use their current OT report or obtain one prior to departure and forward it with the application for accommodation to the housing provider at the next location. Service personnel moving within or between Overseas Commands where it is not always possible to obtain an OT report should obtain a supporting letter from either their current medical services or social/welfare service and forward it with the application for accommodation to the housing provider at the next location. Once the OT assessment has been passed to appropriate Overseas Command housing organization the Overseas Command is responsible for the delivery and costs of authorized SFA adaptations.

### **Schematic**

**108.015.** A schematic of the registration, career management and assignment process is at **Annex E**.

**108.016-108.999.** Reserved.

### **Annexes:**

- A. Legislation and Guidance.
- B. Supportability Assessment Criteria (SAC).
- C. Career Management Notification Proforma.
- D. Sources of Support and Advice.
- E. Schematic - Registration, Career Management and Assignment Process.

**ANNEX A TO CHAPTER 108  
LEGISLATION AND GUIDANCE**

(PARA 108.003 REFERS)

1. In the UK, the MoD and the Army complies with English legislation and that of the Devolved Assemblies as it affects families. Within the Overseas Commands/Detachments the aspiration is to reflect the spirit of English legislation where practicable to do so.

2. The principle English Acts are:

- a. ***The National Assistance Act 1948, The Chronically Sick and Disabled Person Act 1970 and The Community Care Act 1990.*** These Acts require authorities to be aware of all affected persons in their community, to provide practical assistance in the form of welfare services and suitable housing, and to ensure that such persons are given access to schools to take advantage of educational facilities.
- b. ***The Children Act 1989 and 2004.*** These acts reflect the paramount responsibility to safeguard the child's welfare and to provide appropriate support services. Under Part III Section 17 (10) of this act, children are considered to be "in need" if:
  - (1) They are unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of additional services by a local authority.
  - (2) Their health or development is likely to be significantly impaired, or further impaired, without the provision of such service; or
  - (3) They are disabled.
- c. ***Disability Discrimination Act (DDA) 1995.*** This Act aims to end the discrimination which many disabled people face. This Act gives disabled people rights in the area of education; employment; access to goods, facilities and service; and buying or renting land or property.
- d. ***The Education Act 1996.*** This Act refers to "children with learning difficulties which call for special educational provision" and requires LEA (and thus the Services overseas) to be able to identify and assess the special needs requirement and make educational provision for those children.
- e. ***The Special Educational Needs and Disability Act 2001.*** This Act amends elements of the Educational Act 1996 by introducing additional measures to increase access to mainstream schools for children with Special Educational Needs, to provide information and support to parents and a range of other measures that include increased parental rights of appeal. It also extends disability discrimination duties covered by the Disability Discrimination Act 1995 to cover every aspect of education.
- f. ***The Disability Discrimination Act 2005.*** This Act amends or extends existing provisions in the DDA 1995.

3. **Special Education Needs Guidance.** Further advice and information on Special Educational Needs is available from the DCFS website at [www.dcfs.gov.uk](http://www.dcfs.gov.uk)



**ANNEX B TO CHAPTER 108  
SUPPORTABILITY ASSESSMENT CRITERIA (SAC)**

(PARA 108.011 REFERS)

1. This table provides parents/carers, units and career management staffs with guidance on the educational, health and social/welfare criteria to be assessed in determining the overseas supportability of a family member with a disability or additional needs. For an overseas assignment to be confirmed there must be a high probability that needs can be met. The table is only a guide for the most common conditions. Supportability is to be determined by the Overseas Command/Detachment in conjunction with specialists from; health, education, housing and social/welfare services. Disabilities or additional needs that are not listed in this table should also be brought to the attention of their APC Career Manager for a supportability assessment.

Serial	Disability / Additional Need / Social Care	High probability that the following needs can be supported	Low probability that the following needs can be met	Remarks
(a)	(b)	(c)	(d)	(e)
1	Adult Welfare Issues	Adult able to attend to most areas of self - help and community living with the normal range of services available.		
2	Behaviour (including Attention-Deficit / Hyperactivity Disorder (ADHD))	Where appropriate Education/Health support can be provided. Behaviour is amenable to rewards and sanctions. Minimal and/or sustainable level of disruption to school classes.	Where individual(s) requires support and access to services not readily available though host nation. Persistent classroom disruption unable to be contained with additional educational resources. Extreme forms of behaviour linked to underlying condition <i>i.e.</i> Autism.	
3	General Learning Difficulties	In cases of Moderate Learning Difficulty (MLD) where child accepts and responds to the range of guidance /support available in a mainstream school.	In cases of Severe and Profound and or Multiple Learning Difficulties (SLD/PMLD) where there is a regular need for substantial respite care.	
4	General Health (including Mental Health) Needs	Short term issues likely to be treatable where needs can be met from within normal range of existing services <i>i.e.</i> : Child Support and Community and Mental Health Services or host nation support that are short term and likely to respond to treatment.	Intensive support needs likely to require complex and lengthy in-patient treatment through host nation support services or where those services are not available.	
5	Hearing	Where support and equipment requirements are able to be provided in cases of mild to moderate hearing loss.	In cases of severe impairment or deafness.	
6	Mobility and Self Help	Able to attend to most but not all personal mobility and self help requirements with carer support and routine SFA adaptation and equipment provision.	If individual requires a multi-disciplinary support and access to services not readily available though host nation.	
7	Parent/Carer Welfare Issues	Parent/Carer able to attend the child's needs with out risk of harm to child. Parent/carer receptive to advice and support through Health Visitor/Social services.	Main carer of a child has significant long term incapacity either through ill health, substance abuse or makes lifestyle choices that may place self or children at risk.	
8	Social Communication Disorders (including Autistic Spectrum Disorders (ASD))	Children vulnerable due to lack of social awareness with low communication skills <i>i.e.</i> Mild ASD, Asperger syndrome where behavioural adaptation is relatively successful.	ASD with additional issues such as learning difficulties maladaptive behaviour and evidence of self-harm.	
9	Specific Learning Difficulties	Where appropriate Education support can be provided <i>i.e.</i> ; to most cases of Dyslexia and Dyspraxia.	Children with complex specialist support requirements, with chronic challenges that are severe and show minimal signs of improvement.	
10	Vision	Where support and equipment requirements are able to be provided in cases of mild to moderate impairment.	In cases of severe impairment or blindness.	



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

(PARAS 108.008, 108.010 AND 108.012 REFER)

This form enables Service parents to register a family member or a disability or additional needs with their chain of command and Army Personnel Centre Career Manager. It should be completed by the serving parent(s) and handed to their unit chain of command, welfare or administrative staff that are responsible for ensuring it is passed to both the appropriate APC Career Manager and in the event of a child with Special Educational Needs copied to CEAS.

**Parent / Carer Details**

Service Number: \_\_\_\_\_ Rank: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Surname: \_\_\_\_\_ Regiment / Corps: \_\_\_\_\_  
 Unit Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Unit telephone number: \_\_\_\_\_ Unit fax number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Career Management  
 Desk details in APC: \_\_\_\_\_  
 \_\_\_\_\_

**2<sup>nd</sup> Parent / Care Details** *(if both serving)*

Service Number: \_\_\_\_\_ Rank: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Surname: \_\_\_\_\_ Regiment / Corps: \_\_\_\_\_  
 Unit Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Unit telephone number: \_\_\_\_\_ Unit fax number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Career Management  
 Desk details in APC: \_\_\_\_\_  
 \_\_\_\_\_

**Family Member's Details**

First name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Male / Female \_\_\_\_\_  
 Current home address: \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 \_\_\_\_\_

**Disability or Additional Needs** *(please delete if not required)*

What disability or additional needs  
 does your family member have? \_\_\_\_\_  
 \_\_\_\_\_

*(Attach copies of any relevant medical, social/welfare services or educational supporting documents)*

**Special Educational Needs** *(please delete if not required)*

**What stage is your child at?** *(please delete as appropriate)*

School Action	School Action Plus	Statutory Assessment	A Statement or Record of Needs	Don't Know
Other <i>(please state)</i> :				

Attach a copy of any reports, IEP's, Statements, or from Scotland a Coordinated Support Plan (previously a Record of Needs), etc.

Any additional information / comments:

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**School Details**

Name of school:

Date started current school:

Address:

Postcode:

Telephone number of school:

Fax number of school:

Email:

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**Authorization / Consent**

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

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

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

Name of other Adult Family Member *(in the case of a child being notified)*: \_\_\_\_\_

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

If the family member with the disability/additional needs is an adult, their consent will normally be required in the form of a letter attached to this document. In the event of the family member being a child the consent of both parents/carers will normally be required.

List attachments if any or delete all numbers:

- 1.
- 2.
- 3.

**ANNEX D TO CHAPTER 108  
SOURCES OF SUPPORT AND ADVICE**

(PARA 108.012 REFERS)

**Introduction**

**1.**

<b>Serial</b>	<b>Resource</b>	<b>Link / POC Details</b>	<b>Remarks</b>
(a)	(b)	(c)	(d)
<b>Army Resources</b>			
<b>1</b>	Army Policy Army General Administrative Instruction Volume 3 Chapter 108 – Care of Service Personnel with Disabled and Special Needs Dependants	Copy on Army Intranet or hard copy from Unit HR staff POC SO3//SO2 Families PS4(A) DPS(A), Room 28, Bldg 398, Trenchard Lines, Upavon, Pewsey, Wiltshire SN10 4DH Tel: +44 (0)1980 615957	Guidance to the chain of command and Career Managers on Army policy and support for Service personnel with disabled or Special Needs dependants. It includes Army registration procedures.
<b>2</b>	Army Welfare Service	Army Welfare Service, Erskine Barracks, Wilton, Salisbury, Wiltshire SP2 0AG Tel: +44 (0)1722 436569 Email: <a href="mailto:awis@hqland.army.mod.uk">awis@hqland.army.mod.uk</a> Website: <a href="http://www.army.mod.uk">www.army.mod.uk</a>	Personal support, coping strategies and advice upon request from an Army Welfare Worker.
<b>3</b>	Unit Formation and Chain of Command Support	Service personnel can seek advice from their local unit/ station administration or welfare staff. Unit administrative/welfare staff may seek guidance from Formation/Garrison or Overseas Commands and or single Service staff responsible for welfare policy (which in the case of the Army is PS4 (A)).	
<b>4</b>	Overseas Command Support	Overseas Commands maintain differing levels of expertise depending on the size of the Command. In all cases J1/G1 staff should be consulted in the first instance.	
<b>5</b>	Career Management Advice	Service personnel can seek advice from their local utilization Regimental Career Management Officer and from their appropriate Manning and Career Management Division at the Army Personnel Centre. Army Policy – Army General Administrative Instruction Volume 3 Chapter 108 contains policy guidance.	
<b>6</b>	Others sources of support	Regimental or Corps benevolence may provide additional financial assistance where a need is identified. SSAFA-FH professional and voluntary staff can also provide general assistance and advice to families with Special Needs.	
<b>7</b>	AFF Health and Additional Needs Specialist	AFF Health and Additional Needs Specialist Trenchard Lines, Upavon,Pewsey, Wiltshire SN10 4DH Tel: +44(0)1980 615525 Mobile: 07527 492930. Email: <a href="mailto:additionalneeds@aff.org.uk">additionalneeds@aff.org.uk</a> Website: <a href="http://www.aff.org.uk">www.aff.org.uk</a>	Provides advice to chain of command and/or families.

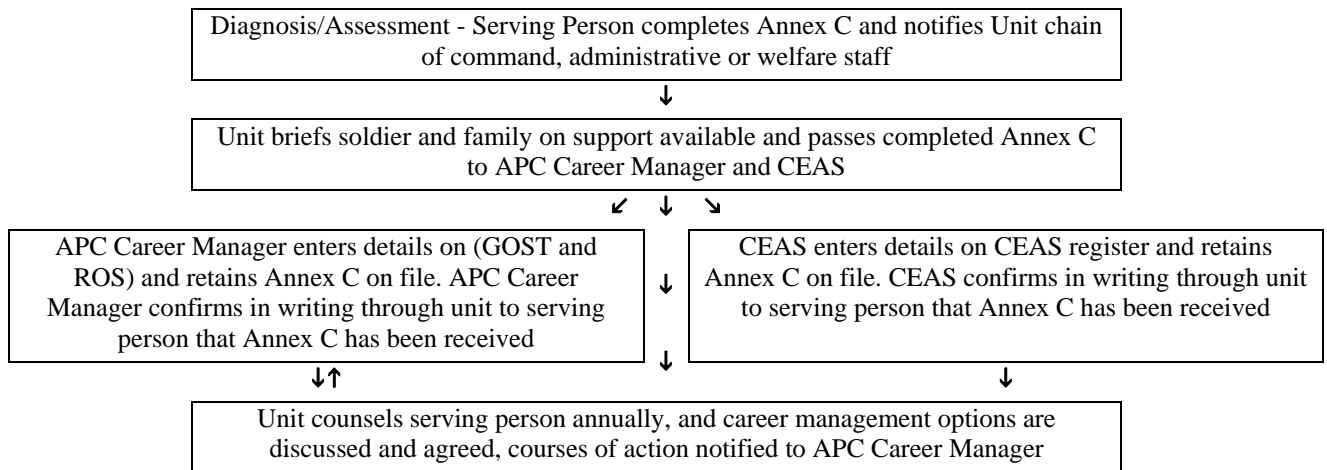
Serial	Resource	Link / POC Details	Remarks
(a)	(b)	(c)	(d)
<b>Tri-Service and other Resources</b>			
8	MOD funded Special Needs and Disability Advisor	Additional Needs and Disability Advisor SSAFA-FH 19 Queen Elizabeth Street, London SE1 2LP Tel: +44(0)207463 9234 Website: <a href="http://www.ssafa.org.uk">www.ssafa.org.uk</a>	Provides advice to chain of command and/or families.
9	JSP 820 - Disability and Additional Needs Policy	Available on MoD Intranet	
10	Disability and Additional Needs – A Parents and Carers guide MP113 dated Jul 96 Amdt No 1 dated Dec 06	By formations and units using formal publication demand procedures from DSDA on MOD Form 999 submitted by email to <a href="mailto:formsandpubs@qcis.mod.uk">formsandpubs@qcis.mod.uk</a>  By parents and carers from either the Special Needs or Disability Advisor at SSAFA-FH or through CEAS.  Electronic versions will also be displayed on the Family Support Information page on ArmyNET and the Soldier Welfare and Family page on the World Wide Web.	Designed to provide a single source of useful information to parents and carers.
11	Forces Additional Needs and Disability Forum	Details at <a href="http://www.ssafa.org.uk">www.ssafa.org.uk</a> or through MOD funded Additional Needs and Disability Advisor. Also in <b>DIN 2008DIN01-037: Forces Additional Needs and Disability Forum (FANDF)</b>	Provides a focus for disability and Additional Needs issues for families within the Armed Forces and produces quarterly newsletters.
12	Children's Education Advisory Service (CEAS)	Children's Education Advisory Service Bldg 190, Trenchard Lines, Upavon, Pewsey, Wilts SN9 6BE Tel: 01980 618244 Email: <a href="mailto:enquiries@ceas.detsa.co.uk">enquiries@ceas.detsa.co.uk</a> Website: <a href="http://www.mod.uk">www.mod.uk</a>	Provides education advice, family support and maintains a voluntary register of children with Special Education Needs. Liaises with local authority services to support children with SEN. They also assist in applications for Continuity of Education Allowance Special Education Needs Addition (CEA/SENA) (Boarding and Day) for eligible registered children in accordance with the provisions of <b>JSP 342</b> and <b>JSP 752</b> .
13	Service Children's Education	Assistant Education Officer (SEN), HQ SCE Wegberg Mil Complex, BFPO 40 Tel: +49(0)2161 908225 Website: <a href="http://www.scscschools.com">www.scscschools.com</a>  Additional guidance in <b>JSP 342</b> (The Education of Service Children)	Advice and guidance on Service Children's Special Educational Needs. Provision in Service Schools.
14	SSAFA-FH Respite Holidays for Disabled and Additional Needs for children and their siblings in UK and Germany	Through Additional Needs and Disability Advisor SSAFA-FH, 19 Queen Elizabeth Street London SE1 2LP Tel: +44(0)207463 9234 Website: <a href="http://www.ssafa.org.uk">www.ssafa.org.uk</a>	Regular and TA eligibility. Annual respite holidays in the UK and Germany. <ul style="list-style-type: none"> <li>• Disabled and Additional Needs (Age limit 8-14 yrs old)</li> <li>• Siblings/Young Carers (Age limit 8-12 yrs old).</li> <li>• Germany Holiday Children 19-25</li> </ul>

Serial	Resource	Link / POC Details	Remarks
(a)	(b)	(c)	(d)
15	Financial assistance and MOD allowances	<p>A full list of Department for Work and Pensions (DWP) benefits for UK citizens or those with recourse to public funds are available on the DWP website at: <a href="http://www.dwp.gov.uk/events/benefits">www.dwp.gov.uk/events/benefits</a> or by contacting local DWP offices (contacts found in local UK telephone directories).</p> <p>MOD allowances are listed in <b>JSP 752</b> (Regulations for Tri-Service Allowances).</p>	<p>Continuity of Education Allowance (Special Educational Needs Addition) and Continuity of Education Allowance (Special Educational Needs Addition (Day)).</p> <p>Educational Psychologist Reports – Meet cost of CEC reports and any other professional reports such as Consultant Paediatric Neurologist reports, requested by CEAS maybe reimbursed to a Service person who, as a result of the report(s) is granted a Certificate of SEN.</p> <p>Publically funded travel – Visits to Service Families Accomodation prior to adaptation.</p>
16	Accommodation	<p>Guidance on the provision/adaptation of facilities for disabled persons in Service Families Accommodation can be found in <b>JSP 464</b> Tri-Service Accommodation Regulations (TSARs) <b>Part 1, Chapter 7, Section M</b> for UK and <b>Part 2, Chapter 6, Section III</b> for NI and Overseas.</p>	<p>Housing Information Centres (HICs), should have a specified point of contact for any Special Needs issues.</p>
17	Applying for Blue EU Disability car parking badges Germany/Cyprus	<p><b>Germany.</b> Families can apply for disabled badges. If they do not have a badge from UK, they can apply to German Authorities by contacting the Jurisdiction Process Office at HQ UKSC (G).</p> <p><b>Cyprus.</b> UK disabled badges are recognized as part of the EU. The Inland Transport Office are to issue “Blue Card” for all disabled persons in accordance with EU direction.</p>	<p>HQ UKSC (G) holds the appropriate forms which have been translated into English. The German authorities have more stringent criteria than the UK.</p> <p>It is advised that families with a disabled member bring all relevant documentation with them.</p>
18	General Disability Advice	<p><a href="http://www.directgov.gov.uk">www.directgov.gov.uk</a></p>	<p>UK Government website providing wide range of advice for the disabled and their careers.</p>

Serial	Resource	Link / POC Details	Remarks
(a)	(b)	(c)	(d)
19	Advice on the portability of Special Education Needs (SEN) support within the UK	POC for more information CEAS POC details at Serial 12	<p><b>England.</b> DCSF has issued advice to schools and local authorities which aspires to ensure that SEN support for Service children will be uninterrupted even when moving (This is advice and not mandatory).</p> <p><b>Wales.</b> Following its review of the statutory assessment and statementing framework for SEN, the Welsh Assembly Government has agreed to do likewise.</p> <p><b>Northern Ireland.</b> Northern Ireland will be consulting all relevant stakeholders, including the Service community, on the delivery of SEN support.</p> <p><b>Scotland.</b> Scotland operates a different system, focussed around Additional Support Needs (ASN) rather than SEN. Scottish Education Authorities are under a statutory duty to manage transitional arrangements for children with ASN as they move within, or out of the Scottish education system, and to respond quickly and appropriately when such children arrive into the system from outside Scotland.</p>

**ANNEX E TO CHAPTER 108  
SCHEMATIC – REGISTRATION, CAREER MANAGEMENT AND ASSIGNMENT PROCESS  
(PARA 108.015 REFERS)**

**Part 1 - Action in the Event of Diagnosis or Assessment**



**Part 2 – Action in the Event of Assignment Overseas**

