

Terms, Conditions and Allowances in Iraq

TERMS AND CONDITIONS FOR A POSTING TO BRITISH DIPLOMATIC MISSIONS IN IRAQ

1. About your Posting

1) Tour Length

In light of the associated dangers and discomforts of living in Iraq, a posting to Iraq is 6 months with the option of a further 6-month extension. As you know, Iraq remains a dangerous place, but the FCO has taken measures to minimise the risks to its staff, and will keep those measures under constant review. This is a volunteer only posting.

- 2) Staff can do a maximum of 12 months in Iraq. Before considering another posting there, officers must spend a minimum of 6 months outside of the country.
- 3) Any time spent on Temporary Duty (TD) in Iraq followed by a substantive posting there will count towards the overall 12-month limit, unless the officer has been out of Iraq for a minimum of 6 months between the TD and the substantive posting. For example, an officer who spends 1 month on TD in post and who then bids for a substantive posting there, would only be eligible to do 11 months in country on the substantive posting unless they had taken more than 6 months between their TD and being posted.

Extensions beyond 12 months are rare and only granted if there are compelling operational reasons. See paragraph 16.

Transfer grants will be paid pro rata for tours of 6 months or 12 months only, and will not be paid pro-rata for TD's.

4) Iraq/Afghanistan/Iraq or Afghanistan/Iraq/Afghanistan Postings.

Officers who spend a full 12 months in Iraq and then bid for a job in Afghanistan, or vice versa, should be aware that they will not be permitted to bid for another consecutive posting in either of these countries. Senior Management believe that while these posts are at a security level warranting Close Protection Teams and decompression breaks, we would not permit an Iraq/Afghanistan/Iraq or an Afghan/Iraq/Afghan string of postings.

There must be a minimum of a 6-month gap between the end of the second posting and the start of the third posting to permit this pattern. You must also have used up all your frozen and relevant accrued leave. This must be accompanied by a successful personal visit with the Occupational Health Doctor.

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When moving from Iraq to Afghanistan, or vice-versa, you should ensure that all accrued/frozen leave (including outstanding annual leave) has been used, or it will be lost.

2. Pre Posting

5) Fitness to Attend HET course Declaration

Any officer bidding for a position in Iraq should complete a Fitness to Attend Hostile Environment Training (HET) course declaration at the time of bidding (available on FCONet). Clearance must be received before the bid can proceed/job be boarded. The declaration asks you to carefully consider your suitability for such a physically demanding posting. For example, it is essential that an officer is able to run unaided, carry his/her own equipment, etc.

Completed forms are sent to Occupational Health Doctor (OH) who will assess your obvious fitness for the posting. If they have any concerns, they will ask to see you, and make a better-informed judgement. They will advise you and the Boarding Team of their assessment. The Boarding Team will remove bids from anyone who does not pass the Occupational Health sift.

The health declaration decision (although not the form itself as this is Medical-in-Confidence) will remain on your INDIV file for at least the next 12 months.

6) Hostile Environment Training Course.

A posting to Iraq is subject to successfully completing the Hostile Environment Training (HET) course. This is a mandatory 4-day residential course, which takes place near Liphook in Hampshire. The course provides essential advice to staff working in hostile environments, such as Iraq and Afghanistan, which will help them to cope with potentially difficult and dangerous situations.

All staff participating on the course should have completed a physical fitness questionnaire, prior to bidding for a post in Iraq. But the course organisers, Control Risks, have also been asked to draw to the Administration's attention any participant who, in their opinion, may be unable to withstand the physical demands of travel to and from and within Iraq.

In some circumstances there may be a case for an officer not attending hostile environment training prior to posting, for example if they have already attended the course, or served in a hostile environment, within the last eighteen months. In such a scenario, Post or the Directorate should put a case for exemption to the Deputy Director of Security Management Directorate (SMD). Otherwise, no one should travel to Iraq, under any circumstances, without having received this training.

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All staff must attend a mandatory security briefing with Iraq Policy Unit before travelling to Post. Arrangements should be made through IPU Operations Unit (FTN ext.)

7) Pre-posting clearance

Your posting is subject to standard FCO medical clearance for you (this is in addition to the Health Declaration mentioned above) and any dependants, which may include spouse/recognised partners, dependent children who will live in Kuwait (if applicable) and/or children visiting Kuwait from boarding school (or universities). All of you will need to obtain medical clearance prior to arrival at post/in Kuwait. Instructions on how to apply for this through the Capita on-line Employee Health Risk Assessment (EHRA) questionnaire can be found in the Going Overseas pages on the FCONet. The access code will be sent to you once the official posting notification has issued. You should ensure, where possible, any routine medical treatment is carried out before your posting or planned to take place during planned leave.

You must ensure that you have a dental check-up and any necessary work done before taking up your posting. There are extremely limited dental facilities available in Baghdad, Basra and Erbil. In addition, although emergency dental treatment is available in Kuwait, transfers in and out of Iraq are not straightforward and can often be subject to delays, due to the security situation.

8) Training

You will be expected to have undertaken any training required by the time you arrive at Post. You should have spoken with your future line manager to confirm what is required. All officers will have to undertake the HET course mentioned above, in addition to anything else needed to do the job you have been boarded into.

Should you be placed on an ADC whilst at Post and the date provided does not coincide with a scheduled decompression break, your return flights to the UK will be paid for by HRD - RADICAL. It is up to Post management to allow you to travel for any professional reason, and provide cover for you at Post from within their own resources.

3.What you need to know about your Posting

9) Golden Ticket

A posting to Iraq secures a 'Golden Ticket' from the Boarding Team. You will be able to 'cash in' your ticket when you next bid for jobs. A Golden Ticket will give your bid priority over other officers' *bids provided you are considered equally credible for the job in other respects.*

The onus is on you to highlight in your bidding form that you wish to use your Golden Ticket. If you fail to get a job at the board your Golden Ticket is not considered used and you can continue to apply for jobs citing your

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Golden Ticket until such time as a job is secured. The Boarding Team will advise when the Golden Ticket has been used, and a copy of this note will be kept on your INDIV file. (The Golden Ticket is not considered used until a posting has been granted and the officer substantively boarded.) More details can be found in paragraph 5 of Circular 140-03.

If your next post is at home, you can, if you wish, bank your ticket until the next time you are bidding on an overseas board. HR and the wider Office value the contribution you have made, and we hope that this will go some way to recognising that.

Also a posting to Iraq does not count in the reckoning of two overseas postings, followed by one at home.

10) TOIL and Decompression Breaks

Decompression breaks are linked to the overall security situation, which can change over the course of a posting. You should be aware that, like COLA which can change during a posting, an improvement in the overall security situation could affect the entitlement to decompression breaks during your posting and may in certain circumstances lead to them being reduced or withdrawn at the discretion of the FCO. Any decision to reduce or withdraw decompression breaks will be subject to detailed discussion within the Iraq Stakeholder forum and posts. Full detail about decompression breaks will be provided to you at Post.

No overtime is paid to UK staff working overseas on DS terms and there is no formal entitlement to or allowance for time off in lieu (TOIL) overseas (FCO Guidance Vol. 5 Pay and Leave refers). TOIL is at the discretion of Post Management and can be used on decompression breaks but *cannot* be carried over at the end of a posting. The length of absence on decompression breaks is a matter for Post management, taking into account these restrictions. Full details will be given to you upon arrival at Post.

Health and Welfare (H&W) and senior management have agreed that officers must use their decompression breaks for trips outside Iraq. Line Managers are responsible for ensuring that officers take their decompression breaks on schedule. Individuals must be operationally effective at all times in such a demanding environment. Intervals between decompression breaks should be between 6 and 7 weeks. In special circumstances (e.g. to attend family events, pre-booked holidays) officers may seek authority from their Line Manager to spend 8 weeks at post without a break. The Line Manager's decision must be cleared with the DHM.

11) Leave

In addition to normal and overseas leave, staff under the care of a Close Protection Team authorised by Security Management Directorate will be entitled to 10 days additional leave per annum. This leave can be taken in

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the usual way, and may be used during the tour in Iraq or immediately afterwards before taking up a new post (but not later). Overseas leave and additional leave is calculated on a pro rata basis.

Circulars 025/05 and 006/06 set out arrangements for leave administration. From January 2008 (see new Circular) staff are expected to use Prism to apply for leave, manage their leave records and trade leave. FCONet contains guidance. Benefits Support Unit will provide advice until the new arrangements settle down.

At the end of each year, the Head of Mission (or MO) can authorise carry-over maximums within the limits set in 025/05 to the next calendar year, plus any "unfrozen leave" (see below for transitional arrangements). Line Managers should monitor staff leave and encourage their staff to take the leave to which they are entitled in-year as far as possible.

Staff who have taken frozen leave to Iraq are required to use **all** their frozen leave by 31 December 2008 or lose it then. Those who leave Iraq before December 2008 and start to use the leave before the end of the year may continue to take the balance after 31 December provided that they do not interrupt their leave to return to work. If they do, they will lose any remaining balance.

If you bid for a tour in Iraq, due to the urgent nature of getting officers into the country, your frozen/accrued leave does not have to be used *before* you take up your posting there. All outstanding leave (except for 10 days) must, however, be used before you take up your next position following your tour in Iraq.

12) Living expenses

There is presently little facility for eating or entertainment outside of the mission compounds.

You should be aware that at the moment all meals are provided free of charge to you through a facility operated by KBR. This may change over the coming months, and staff will be expected to pay towards the cost of their food as allowed for in the COLA package.

13) Medical Care

In summary, you should be physically fit enough to cope with carrying your own luggage, body armour and helmet on your journeys in and out of Post. You should also be fit enough to run unaided and take any evasive action as recommended by your protection teams at Post. You will be asked to complete the fitness declaration before bidding for the job, complete a basic physical test whilst on the HET course, pass the standard FCO medical clearance process, and complete regular health checks whilst at Post. More detail on these requirements is contained in this document. In return, we will provide you with the best care we can.

The FCO has contracted a private company to provide primary health care

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services in Post. This company is Frontier Medical (FM). More serious illnesses will be dealt with by Frontier Medical in conjunction with H&W in London, the British Military and the coalition forces as appropriate.

If you regularly take prescribed drugs you must ensure you have an adequate supply with you. Although Frontier Medical have a limited supply of prescription drugs, there is no guarantee this supply will cover your requirements. You should be aware that UK prescription charges are applied in Baghdad and Basra. *You are strongly advised to make sure that all vaccinations are up to date before you travel.*

Secondary care is managed by International SOS, the FCO's Healthcare Provider for staff and families covered by the FCO Overseas Healthcare Scheme via the FCO Healthline, which offers a 24 hour service from their alarm centre. This centre is also supported by a team of doctors and nurse practitioners. Contact numbers for these secondary providers are included in your Letter of Appointment.

Control Risks (CR), the close protection personnel, are all first aid trained and will act appropriately in an emergency situation whilst on duty if they are the first at a scene.

The onus is on you to behave responsibly whilst at Post with regard to your own health, in order to make sure you are as fit as possible at all times. You should listen to the advice given by the Overseas Security Manager (OSM) and security personnel as well as by FM. Negligence of such advice will be dealt with in a firm manner, and misconduct proceedings may take place. You have a responsibility to provide any information that is asked from you, such as honest answers to questions asked in the regular Health Survey when conducted.

14) Health Surveillance

As well as your physical well-being the FCO has a legal and moral obligation to safeguard your psychological health whilst serving in a hazardous environment. We do this through our health surveillance programme.

Within the first two weeks new staff should complete the health surveillance questionnaire held by Post, and then take it to discuss with Frontier Medical who will advise you of what support facilities where relevant are available.

Your questionnaire should then be forwarded by FM to Occupational Health in London. This assessment will form the baseline for ongoing Health Surveillance while you are at post. At around 2.5 months a further (second) Health Surveillance questionnaire must be completed. Also at this time, DHM will ask staff members if they wish to opt for second 6 month tour (7-12 months) provided Post have no concerns over performance or health. Participation in the health surveillance programme is mandatory for all FCO staff. Non-participation will result in a short tour.

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15) Extensions beyond 6 months

The DHM will discuss the option to extend with the individual. The second questionnaire will be completed. FM will complete their part of the form and forward to the Occupational Health (OH) physician.

The OH Physician will advise the DHM of the outcome (e.g. fitness to extend posting) via a specific e-mail address copied to H&W, HR Manager, and the Boarding Team. DHM will convey the outcome to the individual, and the Boarding Team to the Preposting Team (who will activate payment of the remaining 50% of the transfer grant, if the tour length will now total 12 months substantively).

Staff will continue to complete questionnaires and have an interview with FM at 6 and 9 months, and on the eve of departure at the 12 months stage. The questionnaires will be forwarded to the OH physician as before.

16) Medical Clearance for Extensions over 12 months

Extensions beyond 12 months are very rare, and only granted if there is a compelling operational need. In those situations, Post would make the business case to Director Iraq and HR Director, or if FCOS staff to Chris Moxey (Chairman, FCO Services). The decision to extend someone beyond 12 months does not lie with Post; approval must be given in London.

Once all parties agree, you complete the health survey questionnaire as per extension for 7-12 months above, and contact the Overseas Welfare Officer in H&W on _____ to make an appointment to coincide with your next decompression break. FM must ensure that your completed questionnaire and their comments are back with the OH physician before the face-to-face assessment on your decompression break.

17) After your Posting

Readjusting back into the 'real' world can take time. You may see things differently and have changed personal and professional priorities. This is only natural and the majority of people who have served in Iraq have on the whole regarded it as a positive experience. You will be required to do a further health surveillance questionnaire once you have been back 3 months and H&W would recommend all officers coming out of Iraq to contact the Overseas Welfare Officer (_____) to discuss their experiences.

18) Medical Clearance for Contractors

Responsibility for duty of care to contracted staff not under the FCO Overseas Healthcare Scheme falls to the contracted company, not the FCO. The FCO would expect that the general state of health of a contractor would be considered carefully by their employer taking into account medical and psychological factors in line with FCO policy. If there

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are concerns for someone's performance DHM could raise this with their employer.

19) Families

Officers who wish to be accompanied have the opportunity to accommodate their families in Kuwait, pending medical clearances. But you should think carefully about whether this option will suit you and your family. You will need to confirm to HR Managers, the DHM Kuwait, your DHM in Iraq and DG Political Resources Group that you have considered all the factors in this decision fully before they give their permission for you to proceed.

Once settled in, Kuwait can offer your family a comfortable lifestyle, closer to Iraq than the UK. UK staff posted to Kuwait City generally enjoy their postings. But you and your family will need to prepare for it as thoroughly as you prepare for Iraq. This means preparing for two postings at the same time. The Embassy will make families as welcome as possible and provide as much support, practical and moral, as they can. They cannot, however, act as family or take your place. In making your decision, you will therefore need to consider carefully whether it is sensible to move your family away from their support network of friends and family in the UK and ask them to set up a new home, at a time when they are likely to be concerned about your welfare. Some working in Iraq prefer not to have the additional worry of whether their family is settling successfully into their home in Kuwait.

You will also need to consult the Embassy in Kuwait thoroughly before making your decision. As well as reading the Post report, this means you will need to have a dialogue with Post so that you know what to expect on arrival. Heavy Kuwaiti bureaucracy means that the first couple of settling in months can be slow going (e.g. in setting up internet connections at home). You will need to complete a pre-arrival form (available on the Kuwait Embassy Intranet or from the Management Officer) providing your details and confirming you have consulted the relevant parts of the Embassy e.g. about your accommodation. The DHM in Kuwait will not agree to your posting until you have submitted this form.

You should also be aware, if you take up this option, we recommend you spend some time in Kuwait, (which should be counted against your annual leave) in order to help settle your family into their new home. You should allow at least a week for this.

20) Details of how allowances will be calculated are set out in paragraph 22. If you do not wish to be accompanied, standard married unaccompanied terms apply.

Specific details on allowances according to family circumstances are set out in paragraph 22. Accommodation will be based on family circumstance and not grade or representational criteria.

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If you wish to exercise this option please contact in the first instance Guy Parkinson, RMO Iraq Directorate on FTN ext.

4. Travel to Post

21) Assistance getting there

Because of the additional workload supporting our missions in Iraq, there is a dedicated management section for Iraq in the British Embassy, Kuwait. They are there to assist staff transiting in and out of Iraq, and to an extent to support families based in Kuwait.

Iraq Support Unit, Kuwait

Management Officer:

FTN

(E-mail:

[@fco.gov.uk](mailto:)).

Management Assistants:

FTN

(E-mail:

[@fco.gov.uk](mailto:)) or

or

FTN

(E-mail:

[@fco.gov.uk](mailto:)),

FTN

(e-mail:

[@fco.gov.uk](mailto:)).

Travel to and from Post is via Kuwait by commercial airline, and you are entitled to carry with you the corresponding weight allowance for your personal luggage as per the airline guidelines. (For Club class, this is usually 30kg, but always check with your airline.)

Your body armour and helmet will be issued to you upon arrival in Kuwait. At the end of tour, individuals are responsible for returning their body armour to the Embassy in Kuwait. Officers failing to return this equipment will be charged the full cost of replacements, currently approximately £600.

Your body armour and helmet **must** be worn on any journey from Kuwait into Iraq, and for any travel within Iraq. You should be physically fit enough to cope with carrying this and any other personal belongings you wish to take with you. At both Kuwait Military Airport and Baghdad International Airport (BIAP) you have to carry your own hand luggage *and* hold luggage. There are no trolleys or Skycaps to help! You are strongly advised to keep within manageable weight limits. Advice from post is that soft-sided cases are much easier to load onto the helicopters than rigid and heavy Samsonite styles.

You should book your travel to Kuwait via the Travel Centre. They will arrange your onward travel from Kuwait to Iraq, in conjunction with the Management Sections in Kuwait and Iraq, by military flight to Baghdad, Basra, or Erbil.

All transport arrangements made are tentative, and you should be prepared for last minute changes to your itinerary. So make sure you have a good book to while away the hours at the airport.

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Travel to Erbil is by commercial carrier, currently Royal Jordanian via Amman. There is no direct flight to Erbil so you will have to change aircraft in Amman. Travel by any other airline is not permitted. Additional documentation is required and you should contact Erbil for further details.

Your unaccompanied air-freight (UAF) is sent to Iraq by DHL. It is strongly recommended that you do not put valuables into your UAF and that your insurance covers thefts and breakages. Any instances of such should be reported to the Management Team immediately upon discovery.

5. Allowances

22)a) Entitlements for Single officers

COLA/DSCA: Single rates of COLA and DSCA Hardship, Mobility and IRS (if applicable) apply.

Travel Package: There are no direct commercial flights to Iraq at present. Travel there will be via Kuwait (or via Amman for Erbil). Onwards travel to Baghdad or Basra from Kuwait will be via the RAF flight. Therefore the travel package will have to be based on the approved route to Kuwait. Where there are enforced stopovers in Kuwait staff may claim subsistence under FCO Guidance Vol. 4 Chap 4 Paras 66-68, charged to account 10357R.

The Hornby Travel Package will comprise a transfer journey to Post, one Additional Journey a year pro rata and a transfer journey at the end of the posting. Staff subject to close protection arranged by Security Management Directorate receive 6 Decompression Breaks a year pro rata. These decompression fares can also be added to the Travel package to give officers greater flexibility in their travel arrangements.

Except for Erbil the above travel provisions, including decompression breaks, will be based on Club Class fares back to the UK while staff are required to use military, rather than civilian, aircraft that follow tactical/evasive flight patterns between Kuwait and Posts in Iraq. With effect Travel to Erbil is by commercial airline. For Erbil the transfer journeys at the beginning and end of the posting will be based on Club Class fares. The Additional Journey and Decompression Breaks will be based on the cheapest available (APEX-type) Economy fare back to the UK.

RAF flights can be booked through the Amex Travel Centre in London.

Heavy Baggage: As and when possible the normal entitlement to heavy baggage will be considered but the current situation makes this physically impossible. Staff who are already overseas may have heavy baggage put into storage.

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UAF (Unaccompanied Airfreight): Staff are entitled to 60 kg via RAF flight. As and when the logistical situation allows we will consider enhancing this to reflect the absence of Heavy Baggage.

Transfer Grant: Staff on postings of less than 12 months would not normally receive transfer grants. But, because of the unique circumstances of Iraq these 6-month jobs have been boarded as substantive. At the outset, transfer grants will therefore be paid at 50% the full rate. The balance of the full transfer grant will be paid if the initial 6-month posting is extended to 12 months, once the Occupational Health Doctor has confirmed "fitness to extend". Pro-rata payments will not be made.

22b) Entitlements for Married Unaccompanied Officers with dependants in the UK

Officers have the opportunity to bring their families to Kuwait. If they do not do so, standard married unaccompanied terms apply.

COLA/DSCA: Single rates of COLA, DSCA Hardship and IRS (if applicable) and the married rate of DSCA Mobility. Spouse compensation is not payable.

Travel Package: As for Single Officers.

Heavy Baggage: As and when possible the normal entitlement to heavy baggage will be considered but the current situation makes this physically impossible. Staff who are already overseas may have heavy baggage put into storage.

UAF: (Unaccompanied Airfreight): Staff are entitled to 60 kg via RAF. As and when the logistical situation allows we will consider enhancing this to reflect the absence of Heavy Baggage.

Transfer Grant: As for Single Officers.

22c) Entitlements for Married Officers with dependants at a third post

A third post normally reads as Kuwait, although requests for dependants to stay elsewhere may be considered.

COLA/DSCA: Allowances payable on married unaccompanied terms in Iraq (i.e. Single rates of COLA, DSCA Hardship - and IRS if applicable - and married rates of Mobility).

In respect of dependants in Kuwait, the difference between the Iraq Post's Single rate of COLA and Kuwait's married accompanied rate (including CAP/CEW for Kuwait) will be payable. DSCA Hardship would also be payable at the single rate for Kuwait. Subject to the usual criteria Spouse

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Compensation will be payable. Mobility and Representation will not be payable in respect of the spouse.

Local Education Fees: for children attending approved fee-charging schools at Kuwait.

Heavy Baggage and UAF: (Unaccompanied Airfreight): Staff overseas could have their heavy baggage put into storage within entitlement. Or, it could go with the family to Kuwait. But, given the 6-month posting, that may not be practical. As an alternative the spouse and any children going to Kuwait could have enhanced UAF of 200kg for the spouse and 100kg for each child.

Transfer Grants: Staff on postings of less than 12 months would not normally receive transfer grants. But, because of the unique circumstances of Iraq these 6-month jobs have been boarded as substantive. At the outset, transfer grants will therefore be paid at 50% the married full rate. The balance of the full transfer grant will be paid if the initial 6-month posting is extended to 12 months, once the Occupational Health Doctor has confirmed "fitness to extend". Pro-rata payments will not be made.

Travel Package: The travel package for married officers with dependants at Kuwait will be as that described above under "Entitlements for Single Officers"

For dependants the Travel Package would reflect the travel entitlements for dependants of an officer substantively posted to Kuwait, comprising a transfer journey to Post, one Additional Journey a year pro rata (provided Kuwait qualifies) and one transfer journey from Post.

Accommodation: It is for the sending Directorate/Department to agree this with the Directorate responsible for the Post where dependants stay and how the accommodation costs will be covered. Iraq Directorate advise that families will normally be accommodated according to family circumstance, and not representational or grade status.

Families based in Kuwait will be treated by the Embassy the same as families of a UK based officer posted to Kuwait. They will have access to the all the Embassy facilities, the CLO, the British Embassy Club (for a small joining fee as with all staff), video library, private mail from the UK, etc, as well as invites to all functions and sporting activities that are open to spouses.

Status of families: The Embassy in Kuwait will provide more information upon request of the support they can offer to families.

22d) Entitlements for Officers on a joint posting

Officers who form a couple and are both posted to Iraq receive the following during the period that their postings overlap:

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COLA: One COLA addition paid at the rate applicable to the COLA band covering the total of their joint salaries

DSCA:

Mobility - Each receives the single rate of the senior grade member of staff (this equates to the married rate of the senior member of staff)

Hardship - Each receives the single rate of Hardship

Representation - Married rate for the senior grade member of staff, or single rate for each member of staff, whichever is the higher

OR

Married rate for senior staff, less single allowance for spouse or partner, which will be paid to spouse or partner. (The desk officer in Overseas Allowances Team decides which is more advantageous to the member of staff)

(Where only one allowance is due, it is paid to the senior member of staff unless both agree in writing that payment should be made to the junior.)

Travel Package: The travel package for each officer on a joint posting will be as that described above for single officers.

Heavy Baggage: As and when possible the normal entitlement to heavy baggage will be considered but the current situation makes this physically impossible. Staff who are already overseas may have heavy baggage put into storage.

UAF: Staff are entitled to 60 kg via RAF flight. As and when the logistical situation allows we will consider enhancing this to reflect the absence of Heavy Baggage.

Transfer Grant: Staff on postings of less than 12 months would not normally receive transfer grants. But, because of the unique circumstances of Iraq these 6 month jobs have been boarded as substantive. At the outset, transfer grants will therefore be paid at 50% the full rate. The balance of the full transfer grant will be paid if the initial 6-month posting is extended to 12 months, once the Occupational Health Doctor has confirmed "fitness to extend". Pro-rata payments will not be made.

Where both officers are posted at the same time the married rate of Transfer Grant will be paid to the more senior.

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6. Thanks from the FCO

23) In drawing up this package we have been mindful of the difficult and dangerous circumstances in which staff in Iraq operate. We have tried wherever possible within the rules to make this as attractive and flexible a package as possible. The package will be subject to review and adjustment on a regular basis in recognition that conditions in Iraq will change.

Amended: January 2008

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