

# Financial Assistance Available on Mobilisation for Reservists and their Employers

## Introduction

This leaflet has been produced by the RAF Reserves Adjudication Service (RAFRAS) to outline the financial assistance available on mobilisation to RAF Reserve personnel and their employers.

## Sqn Admin

The process to claim financial assistance is managed by the Sqn Admin staff or HR Hub; Reservists should liaise with the Admin staff in the first instance if they wish to submit a claim.

## Adjudication

Claims for financial assistance are decided by the RAFRAS. Decisions (called "Determinations") on claims will be provided in writing.

## Further Reading

Details of the financial assistance available is in JSP 753 Part 2.

## RAFRAS Contact Details:

Tel Skype: 0300 153 9031 or 0300 152 0012

Tel BT: 01452 712612 Ext 7468

E-mail: [AIRA1-AdjMlBx@mod.gov.uk](mailto:AIRA1-AdjMlBx@mod.gov.uk)

## Reservist Awards (RA)

### Purpose & Entitlement

The purpose of a RA is to cover any shortfall between a Reservist's expected civilian salary and their actual military salary whilst they are mobilised.

### How to claim

Claims should be submitted through the Sqn Admin Office on the form at App 1 to Enclosure 7 of the mobilisation letter.

### Information required

Reservists will need to provide evidence of their civilian pay for the last 12 months; normally this is via their pay statements or a contract of employment. Civilian pay will then cease for the duration of the mobilisation.

### Self-Employed Reservists

Self-employed personnel will also need to provide details of their business accounts to support their claim.

### Role of Adjudication

A RAF Reserves Adjudication Officer will assess each claim and decide the outcome; this will be sent to the Reservist in writing and copied to the Sqn.

### Method of Payment

Payment will be made as an additional daily amount on JPA and will show on the pay statement as "Res Award".

### Change of Circumstances

If the Reservist's civilian employment circumstances change in any way, they are required to inform the RAFRAS.



## Pensions

### Pension Options

When mobilised, all Reservists are automatically enrolled into Armed Forces Pension Scheme 2015 (AFPS15). Reservists can elect to opt out of AFPS15 and have the MOD manage the Employer and Employee pension contributions to their occupational pension. Reservists should seek financial advice before opting out of AFPS15.

### Employer's Contribution

If opted out of AFPS15, the MOD will make the Employer pension contributions to the Employer. This payment will be made through JPA.

### Employee's Contribution

If opted out of AFPS15, the MOD will arrange for the Reservist's Employee pension contribution to be deducted from the Reservist's pay on JPA and paid to the employer.

### Information required

If a Reservist wishes to opt-out of AFPS15, it is essential that they provide all of the information necessary to manage the payments to their occupational pension. The Reservist's Employer will also need to provide payment details in order to receive the contributions.

### How to Claim

The decision to opt out of AFPS15 is recorded on the form at Encl 6 to the mobilisation letter. The details of the occupational pension must then be provided on the AFPS Form 16. Both forms are available from Sqn Admin / HR Hub.



## Allowable Expenses (AE)

### Purpose & Entitlement

Reservists can claim the additional costs from mobilisation for the following:



- Care of a dependent child,
- Care of a dependent relative,
- Care of an animal,
- Increased insurance premiums,
- Essential house/garden maintenance.

### How to claim

The intent to claim should be submitted with the RA form.

### Information required

Further information will be requested, to show the claim is for the additional costs only and its value for money. Reservists will also need to send copies of receipts after payment has been made.

### Role of Adjudication

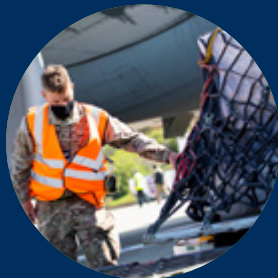
The RAFRAS will assess each claim and provide a decision in writing.

### Method of Payment

Reimbursement will be made on JPA after the RAFRAS has received notification that the bill has been paid by the Reservist.

### Change of Circumstance

If the circumstances of the claim change, the Reservist is required to inform the RAFRAS.



## Employer Awards (EA)

### Purpose & Entitlement

Employers of mobilised Reservists can claim the costs (up to specific caps) associated with the mobilisation for the following:

- Salary costs of a replacement employee (incl overtime),
- Agency fees and advertising costs for replacement,
- Handover / takeover costs at the start and end of mobilisation,
- Cost of specialist equipment for a replacement,
- Cost of training a replacement.

### How to claim

Employers should submit their claim on the form at Enclosure 3 from their Employer's mobilisation notification correspondence. Evidence of expenditure will be required. Further information can be obtained from the Unit Employer Support Officer (UESO).

### Information required

Employers will be required to provide evidence to the RAFRAS to support their claim.

### Role of Adjudication

The RAFRAS will assess each claim and provide a decision in writing.

### Method of Payment

Employers will receive a notification of payment direct from RAFRAS.



## Employer Incentive Payments (EIP)

### Purpose & Entitlement

Employers in small and medium sized enterprises can also claim an EIP of £500 per full month for each mobilised Reservist.



### Eligibility

To claim an EIP, the employer must not be a public authority; it must have an annual turnover of less than £26 Million and have less than 250 employees. No evidence of expenditure is required, and the money can be used for any purpose at the discretion of the employer.

### Part Payments

Part-payments for EIP will be made for each part month of mobilisation or for employees who work less than 35 hours per week.

### How to claim

Employers should submit their claim on the form at Enclosure 3 to the Employer's mobilisation notification correspondence. Further information can be obtained from the UESO.

### Role of Adjudication

The RAFRAS will assess each claim and provide a decision in writing.

### Method of Payment

Employers will receive a notification of payment direct from RAFRAS; cheque payment can be sent to the Sqn for presentation to the employer if required.

