

BRITISH FORCES CYPRUS PRE-ARRIVALS GUIDE



JULY 2011
Version 3

If you have any questions, or would like more detailed information on any of the areas covered in this booklet, or about Cyprus in general, please contact your Unit Admin office or

HIVE

Akrotiri: Tel: 00 357 25276390
Ayios Nikolaos: Tel: 00 357 23957699
Episkopi: Tel: 00 357 25962000
Dhekelia: Tel: 00 357 24744551
Nicosia: Tel: 00 357 22359316

**THIS BOOKLET CONTAINS
INFORMATION WHICH WILL BE OF
USE TO YOU BOTH PRIOR TO AND
SHORTLY AFTER YOUR ARRIVAL IN
CYPRUS**

**MAKE SURE YOU BRING IT WITH
YOU ON THE PLANE**

**DO NOT PACK IT INTO YOUR
FREIGHT**

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FOREWORD BY
COMMANDER BRITISH FORCES CYPRUS
AIR-VICE MARSHAL G E STACEY CB MBE MA BSc RAF



Congratulations on being assigned to British Forces Cyprus (BFC). You are about to join a team that is at the forefront of operational delivery and that plays a vital role in the defence and security of the UK and her key allies. Life in Cyprus is very different from life back in the UK, or in Germany for that matter, and it will undoubtedly be different from the rumours that you have heard or from your previous experience if you have been here before. Whilst there are many opportunities to have ‘fun in the sun’, a tour here will be busy, demanding and operationally focused for everyone. We are quite a long way from the UK, we have a mixture of some of the newest and some of the oldest accommodation in Defence, and the health and social welfare facilities in BFC are not structured in the same way as those available in the UK.

However, there is much compensation – great weather for most of the year, plenty of opportunities for sport, hobbies and adventurous training, and many interesting places in the region to visit. There is much in Cyprus for everyone, no matter what age or inclination to enjoy and my aim is that this should be a professionally and personally rewarding tour for you and, if applicable, your family.

Within this booklet we have sought to provide you with a brief history of Cyprus, detailed information about the Sovereign Bases, housing, healthcare, schooling, etc. I trust that you will find it useful and I look forward to you joining BFC.

CHECKLIST AND QUICK GLANCE

Ser	Action	Page Reference	Comments	Tick
1.	Assignment Order Received on JPA <ul style="list-style-type: none"> - ensure passports are in date. - Make contact with your new Unit. 		Consult Unit Admin office if not received.	
2.	Submit MOD F1132 to respective HCSO/contact Unit Accn cell to book SLA	Page 22	Obtain form from Housing Office or Unit Admin Office.	
3.	Contact MSS to organise <ul style="list-style-type: none"> - Flights - Status Stamp 	Page 18 Page 18/25		
4.	Movement and Storage of Personal effects	Page 19		
5.	Shipping your Vehicle over to Cyprus <ul style="list-style-type: none"> - sale of car in UK 	Page 35		
6.	Make the necessary arrangements for 'dependent' adult children, where necessary	Page 25	Requests for dependency status for adult children are to be staffed through your Unit Admin/HR Staff	
7.	Consider <ul style="list-style-type: none"> - Schooling - Welfare - Medical 	Page 41 Page 14 Page 35	Where additional educational support is required, ensure that you have engaged with CEAS in advance.	
8.	Confirm allowance entitlement <ul style="list-style-type: none"> - Advance of Pay (if required) - Disturbance allowance 	Page 28		
9.	Personal Administration <ul style="list-style-type: none"> - Banking - Change of address - Mobile phone - Vehicles - Cancel Utility Bills - Cancel standing orders/direct debits - Insurance cover 	Page 29 Page 11 Page 32/34 Page 21		
10.	Ensure Flight confirmation details have been received and confirm with your Unit that you will be met at Akrotiri/Civilian airport			

INTRODUCTION

This small book is designed to get you to Cyprus without too many problems. Inside you will find advice and information on things that you may need to do before you come and answers to some of the questions you may have about Cyprus before you arrive. It will also direct you to useful and relevant websites and information that might expand a little more on areas of interest to you.

Once you arrive in Cyprus we would be very grateful for your views on how to improve this booklet. You will also receive a further booklet, from your respective Unit, with more detailed information in some areas to help with the settling in process.

For personnel entitled to a Service Families Accommodation (SFA) (Quarters), it is in your best interest to complete your MOD Form 1132 as soon as possible as it will allow us to plan the right accommodation for you. Married quarters in Cyprus are not as plentiful as you might be used to, the effect of which is that whilst you will always be housed, you may not get the choice you might expect. Thus the earlier your needs and preferences for SFA are known, the easier it will be for us to accommodate you and your family appropriately. **This form will give the Cyprus Housing Community and Support Officer (HCSO) advance warning of your needs; details of the relevant HCSO are contained in the Accommodation section of this booklet.** Your family should only depart the UK once your call-forward notice has been given, confirming that your SFA is ready to occupy.

The majority of the information you will read should be applicable to all those posted to Cyprus; be that whether you are Service, a Civil servant, a Dependent, have a family or are single we have tried to cater for all needs. Please contact the current incumbent for additional specialised, local information.

UK Based Civilians (UKBC's) will find that the majority of this booklet is very useful, however, details regarding their specific entitlements i.e. allowances etc have not been fully covered in this guide; instead it is advised that PPPA is contacted in the first instance:

Phone: 93345 7772 (0800 345 7772)

Overseas callers: +44 1225 829572

Opening Hours: 08:00 to 17:00, Monday to Friday

PeopleServices@pppa.mod.uk

for HR advice and queries

Payments@pppa.mod.uk

for advice or queries regarding pay, overtime or short term detached duty, as well as pay & expenses claims queries and misc personal payment queries

Please remember that if you need to contact anyone in CYPRUS by phone it is 2 hours ahead of the UK.

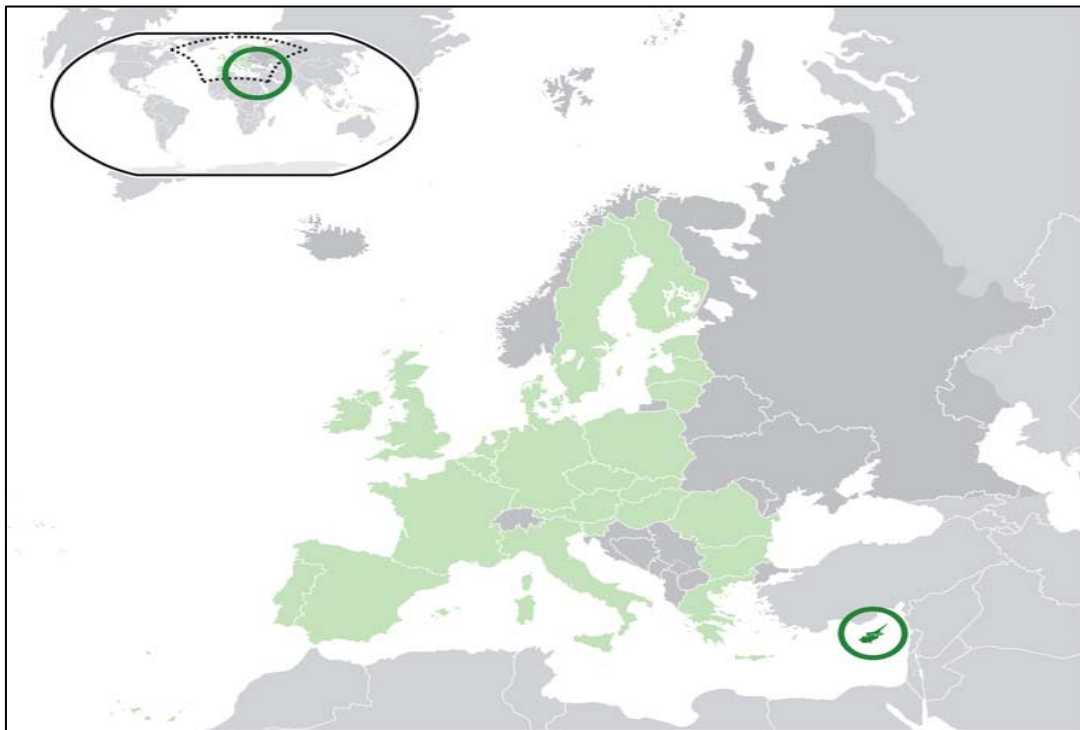
CHAPTER 1

GENERAL INFORMATION

SECTION 1

CYPRUS – WHERE IS IT?

01.0101. Cyprus is located in Europe, at the Eastern end of the Mediterranean Sea near Turkey, Israel, and Egypt as indicated on the map below. Cyprus is just under 5 hours flying time from the UK.



Location of **Cyprus** (circled dark green), with European Union (green) in Europe (green + dark grey)

01.0102. Floating on the waters of the Eastern Mediterranean but pointing longingly towards the shores of Syria, Turkey and Lebanon, Cyprus is an odd mixture; its cultural influences are dominated by Western Europe, but its geographic proximity to Asia and Africa gives it more than just a hint of the East. Long coveted by mainland Greece and Turkey, this small island has its own appealing charm and character.

CHAPTER 1

GENERAL INFORMATION

SECTION 2

A BRIEF HISTORY

01.0201. Cyprus has been an independent Republic within the Commonwealth since 1960. The Constitution provided for an elaborate system of joint government in which Turkish and Greek Cypriots shared power. However, it proved too unwieldy to operate and began to break down almost immediately. In 1963 the Greek Cypriot President, Archbishop Makarios, proposed removing certain Turkish Cypriot power-sharing rights from the Constitution. This led to inter-communal violence and the establishment of a UN peacekeeping force (UNFICYP) in 1964 and there is still a visible presence there to this day, in the form of a buffer zone policed by the UN. From that time onwards the Turkish Cypriots began living in small, fortified enclaves under UN protection. A Greek-backed coup against President Makarios triggered the Turkish military intervention in July/August 1974 since when Cyprus has effectively been partitioned.

01.0202. The Republic of Cyprus enjoys international recognition as the sole state foreseen in the 1960 Constitution. The “Turkish Republic of Northern Cyprus” (“TRNC”), established by “Unilateral Declaration of Independence” in 1983, has not been recognised (except by Turkey), and relies on substantial Turkish political, economic and military support.

01.0203. Since 1964 successive UN Secretaries-General have made efforts to secure a settlement to the Cyprus dispute through inter-communal talks. In 2004 the UN’s Comprehensive Proposals for settlement (the “Annan Plan”) were put to separate and simultaneous referendums on both sides of the island. 65% of the Turkish Cypriots voted yes, but the Greek Cypriots rejected the settlement by a three to one majority (76%). The main concern the Greek Cypriots had was that the plan limited the 200,000 refugees the right to return to the north, while allowing tens of thousands of Turkish settlers introduced since 1974 to remain. As a result, a divided island entered the EU on 1 May 2004; however, the Republic of Cyprus is a member of the EU but EU law does not apply in the north.

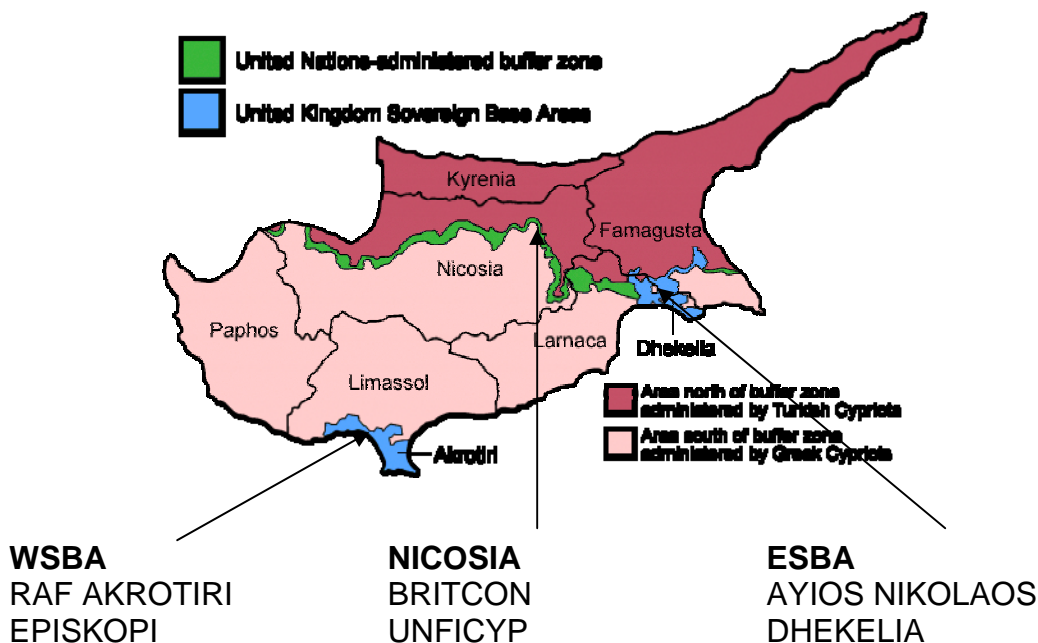
01.0204. Sovereign Base Areas. Before 1960, the whole island of Cyprus was sovereign British territory. The 1960 Treaty of Establishment established the Republic of Cyprus in 97% of the island, but retained British sovereignty over two areas in the south (Akrotiri) and east (Dhekelia) known collectively as the Sovereign Base Areas (SBAs).

01.0205. The SBAs are home to some 7,000 Cypriots and a total of 3,000 Service personnel and UK Based Civilians (UKBC), along with nearly 3,700 of their dependants. The SBA Administration (SBAA) is, in effect, the civil government of the SBAs and the HQ SBAA is based at Episkopi. Its range of interest is that of any civil government but many of its functions, particularly in respect of the Cypriot inhabitants of the SBAs, are carried out by Republican officials, on behalf of the SBAA, under delegated powers. The SBAA itself

carries out those minimum functions directly related to the exercise of sovereignty – the enactment of legislation, maintenance of law and order and the control of immigration and development.

01.0206. Current Settlement Talks. The election of President Christofias has created a favourable opportunity to resolve the Cyprus problem. For the first time, both leaders are committed to the process and share a similar vision of a “bizonal federation”. In 2004 the UK was prepared to offer approximately 48% of our SBA land in order to facilitate settlement. On 11 Nov 09, the UK made a renewed land offer to the UN’s Special Adviser on Cyprus. Once again the offer is dependent on the success of the settlement process.

01.0207. British Forces Cyprus. British Forces Cyprus (BFC) has a population of over 6,500 residing in 5 main locations. British Forces populate 3 main areas; Eastern Sovereign Base Area, West Sovereign Base Area and the British contingent (BRITCON) in Nicosia, deployed on a 6 month Roulement under UNFICYP.



CHAPTER 2

LIVING IN CYPRUS

SECTION 1

CLIMATE AND CONVERSIONS

02.0101. Climate and Weather. Cyprus is truly an 'Island in the Sun'. One of the benefits of being a Mediterranean island is plentiful sunshine throughout the year and Cyprus is no exception. In fact, Cyprus epitomises the ideal weather of the region with sunny days and fine temperatures almost every day. Extremes of temperatures are rare, meaning Cyprus has something to offer every month of the year, whether it's swimming (as late as November) or enjoying cultural sites and festivals (all year long). The summer months of June to September are hot and action-packed. August in particular is the peak of Cyprus' tourist season, when the locals squeeze up next to the tourists on beaches and restaurant benches. Kids are on school holidays and things can get a bit raucous; water shortages can be a real problem in Cyprus and accommodation prices go up quite a lot during these months. The environment can be very dry in the height of summer and it can be very dusty as a result.

02.0102. Rain falls mainly in autumn and winter, and outside these months precipitation is rare.. Winter months can be deceptively cool and with most accommodation lacking central heating, the early mornings can present an invigorating start to the day. Warm Clothing, therefore, is a necessity for the winter, as is sturdy rainwear and an umbrella. Winters are changeable, with cold and warmer weather alternating. Conditions also vary with elevation. The Troödos Mountains usually get some snow in winter and you can usually ski on Mount Olympus in the South from early January to mid-March.

02.0103. Average temperatures (in centigrade)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Max	15	17	21	24	29	34	37	37	33	28	22	17
Min	5	5	7	10	14	18	21	21	18	14	10	7

02.0104. Currency. The currency in use in the Republic of Cyprus is the €Euro and the exchange rate varies according to the world's financial markets. The Northern Republic of Cyprus uses the Turkish Lira.

02.0105. Time. Cyprus is two hours ahead of Greenwich Mean Time (GMT/UTC). Clocks go forward an hour for summer time at 3am on the last Sunday in March and back again at 3am on the last Sunday in October.

02.0106. Telephone. Military Dialling: 94120 + Telephone extension
Civilian Dialling: 00357 + Telephone number

02.0107. Passports. All military personnel, their spouses, civil partners and dependant children must have a valid passport to travel to Cyprus. If new or replacement passports are required due to assignment to Cyprus then this may be covered at Public Expense (see your Admin office for further details).

02.0108. Electricity. Cyprus provides the same electrical system as the UK. Standard 3-pin plugs 240v. Each quarter has an electric meter. Cost of electricity is incorporated into the accommodation Fuel and Light charges.

02.0109. Gas. Gas is either supplied via a main feed or bottle; this depends on the Service Families Accommodation (SFA). The majority of cookers, central heating (where fitted) and hot water is run via gas. SFAs that do not have central heating will have 2 portable gas fires, which run on bottles, in addition to oil fired or electric heaters and a coal fire. Gas bottles have the Push Fit regulator rather than screw on. These regulators are available fairly cheaply in Cyprus.

CHAPTER 2

LIVING IN CYPRUS

SECTION 2

POST, PHONES, TELEVISION AND THE INTERNET

02.0201. British Forces Post Office (BFPO) Mailing System. All mail in Cyprus is delivered to the Military/Civil Servant work address through the BFPO system. There are no house deliveries; all post is distributed through unit post rooms. It is important that all mail sent through the BFPO system is addressed correctly to ensure a smooth delivery to its destination. Definitions of mail types and special concessions for British Forces Cyprus detailing size and weight definitions can be found at www.bfpo.mod.uk.

Mail to the Service personnel (Military/Civil Servant)				Mail to dependants of a service person (Military/Civil Servant)		
Rank/Title and Name Service Number Department Unit/Regt BFPO No				Dependent Name c/o Rank/Title and Name Service Number Unit/Regt BFPO No		
Location	Akrotiri	Ayios Nikolaos	Dhekelia	Episkopi	Nicosia	Troodos
BFPO No.	57	59	58	53	567	57

Under no circumstances are you to put Cyprus on the address. If you need to put a country in the address then use "United Kingdom".

02.0202. Commercial Mail. Many companies and/or carriers deliver directly to BFPO without going through the Royal Mail system. By having a contract they are paying for surface rate service not airmail. This ultimately means that customers can use companies to have goods delivered to a BFPO address within the limits of the size and weight restrictions. It can take between 18–22 days for a parcel to arrive once loaded at BFPO. A full list and more information regarding this can be found at the BFPO website above.

02.0203. Running a Business. Personnel or dependents, posted to Cyprus, wishing to set up a private business within the Sovereign Base Areas are required to obtain a Business Licence from the HQ SBAA prior to operating. If you wish to run a private business you must use the local Cypriot Post Office, or external courier, to send and receive all mail relating to that business.

02.0204. Telephone and Internet Access. Fixed telephone and broadband packages are available in Cyprus but are very expensive compared to the UK; however, telephone calls are relatively cheap. Mobile telephone network charges are cheaper than in the UK. If you are

married accompanied, your quarter will be fitted with a telephone port but will not be connected to a service, or have a telephone; the same applies to Single Living Accommodation (SLA). There are pay phones in all single accommodation located in the public areas. Cyprus uses the same telephone connections as the UK, so bring your UK spec home phone with you. CYTANET, the Cyprus equivalent of BT, provide fixed telephone networks and broadband (mobile broadband). Details of which can be obtained from www.cytanet.com.cy or the CYTA Communications Liaison Officer, via your HCSO.

02.0205. Mobile Phones. There are two major mobile phone networks available in Cyprus:

Cytamobile: <http://www.cytamobile-vodafone.com/> MTN: <http://www.mtn.com.cy/>

Both offer similar packages – pay as you go or contract. It is cheaper to use a mobile phone in Cyprus than the UK, especially when making phone calls to an UK landline, however handsets are expensive. If you are bringing your handset with you to Cyprus you will need to ensure that it is UNLOCKED to all networks; this can be done in Cyprus for a small fee. If you do not intend on using your UK mobile phone in Cyprus, it is recommended that you contact your network provider to arrange disconnection, or termination of contract prior to arriving in Cyprus. Using your UK Mobile phone to call UK numbers can attract high charges and in some cases your network provider might charge a premium for having your number registered abroad. It is recommended to copy all your contacts from your SIM to your phone prior to disconnecting.

02.0206. Internet. HIVE, WRVS, Unit Library's and other welfare establishments offer FREE Internet access either fixed or wireless. SLA across the Island has made provision for Wi-fi.

CHAPTER 2

LIVING IN CYPRUS

SECTION 3

MEDIA

02.0301. Television. British Forces Broadcasting Services (BFBS) delivers BFBS TV in Cyprus by Direct to Home (DTH) – essentially a satellite dish connected to an outlet point. Personnel occupying SFA and SLA in BFC are entitled to a DTH set-top box, which enables access to the various TV & radio channels. You will be issued with a set-top box by the estate manager or QM, which you must return when you leave. Viewing cards are issued from DTH offices. In order to receive this service, all personnel will be required to sign a contract with BFBS agreeing to certain conditions. Command Routine Orders currently state that any individual found to be in breach of these conditions, by tampering with the viewing card, inserting it into computer or other unauthorised equipment or lending the card to a non-entitled person, will be liable to disciplinary and/or administrative action as well as being denied access to BFBS services in the future.

Details of channel listings are as follows or at: <http://www.bfbs-tv.com/index.php>.

Channel	Listings
BFBS 1	Has a bit of everything from chat shows to soaps, dramas to news and documentaries to sport. The channel hosts the BBC News Channel overnight.
BFBS 2	Is a 6-hour block of programmes, which repeat around the clock. Hosts shows like CSI and the Simpson's, sci-fi and comedy.
BFBS 3 KIDS	Does exactly what it says on the tin. Factual entertainment and documentaries.
BFBS 4	Movie channel. Two movies a day.
BFBS 5 & 6	Direct live relays of two Sky Sports channels.
BFBS 7	Music Channel.
BFBS 8	Sky News.
BFBS 9	'1 Day Later' which repeats peak time BFBS 1 the next day, only earlier.

02.0302. Radio. BFBS Radio has two studios on the island of Cyprus, at Akrotiri and Dhekelia, covering the WSBA and ESBA respectively. They also broadcast to UN Forces on the Green Line. The two main radio channels are BFBS Cyprus (Local news and presenters) and BFBS UK (Cyprus) a mixture of UK and Cyprus presenters.

BFBS Cyprus	Location	FM	BFBS UK (Cyprus)	Location	FM
	WSBA	92.1 FM		WSBA	89.9 FM
	ESBA	99.6 FM		ESBA	95.3 FM
	Nicosia	91.7 FM		Nicosia	89.7 FM
	Ay Nik	107.3 FM			

The BFBS service is free.

02.0303. Newspapers/Magazines. National newspapers are available in Cyprus but are more expensive than in the UK; they are normally available the same day. Magazines are very expensive compared to the UK and it actually makes financial sense to obtain a postal subscription to your favourite magazine from the UK and utilise the BFPO system.

02.0304. Cyprus Forces Lifestyle. This is an all-island features led magazine published 11 times a year (Dec/Jan is a double issue), in a full-colour, A4 format, aimed at the BFC community and delivered free to every door in BFC. It aims to give those living within the community an idea as to what life in Cyprus is like; places to visit, tourist attractions, businesses, hotels and restaurants worth visiting, the island's history and a brief round-up of all of the community news from the bases across Cyprus. It also serves as a key communication tool for the BFC Command.

CHAPTER 2

LIVING IN CYPRUS

SECTION 4

TRAVEL TO AND FROM AND AROUND CYPRUS

02.0401. Air. There are scheduled flights and a limited amount of charter-only flights to Cyprus from most European cities and the Middle East. Flights are heavily booked in the high season. There is no train network and no domestic air services in either the North or the South

02.0402. Airports and Airlines. The Republic's airports are at **Larnaca** and **Pafos**. Cyprus Airways is the national carrier of the Republic of Cyprus. The North is served by **Ercan airport**, however, FCO advice on its use is as follows:

"British and other foreign nationals who have entered Cyprus through the north are considered by the Government of the Republic of Cyprus to have entered Cyprus through an illegal port of entry. The Government of the Republic of Cyprus reserves the right to fine EU (including British) citizens for illegal entry if they cross into the south. In practice, their current policy is not to do so."

With this in mind, all personnel are advised that the current BFC policy is that anyone who appears in a Republic of Cyprus court will automatically be considered for further Administrative Action."

Airlines flying to and from Cyprus from the UK and Germany:

British Airways
Cyprus Airways
CyprusTurkish Airlines
First Choice Airways
GB Airways
Lufthansa
EasyJet
Thomas Cook
Thomson

You can often get cheaper deals by booking online.

[This is covered in HIVE Information Sheet – 2G Travel & Transport](#)

02.0403. Sea. Limassol is the South's main arrival and departure port and the port is 3km southwest of the town centre. It is reasonably well-equipped for sea travellers but with the

suspension of passenger ferries, facilities are now mainly used by cruise-ship passengers. The terminal building has banks, tourist information facilities and duty-free shops.

02.0404. Road. Cyprus is small enough for you to get around easily. Roads are good and well signposted and traffic moves smoothly and without the excesses and unpredictability sometimes found in other countries in the Middle East or Mediterranean Europe. Public transport is limited to buses and service taxis (stretch taxis that run on predetermined routes). Dual-lane motorways link Nicosia with Limassol and Larnaca and extends from the west to Pafos and to the east in Agia Napa. In Northern Cyprus, there is only one motorway, which runs between North Nicosia and Famagusta.

02.0405. Motor Vehicles. Driving or riding your way around Cyprus is the only really effective way to get around the country properly. The roads are left hand drive, as in the UK and speed is measured in kilometres per hour (KPH). Having your own vehicle is essential if you want to see some of the out-of-the-way places in the Troödos Mountains, where bus transport is more or less nonexistent. Being able to drive is an advantage, not only to experience all the island has to offer but also due to the remote location of the bases. The scenery throughout the country is varied, petrol stations are everywhere (although there are less in remote areas like the Troödos Mountains or the Karpas Peninsula) and facilities for bikers and motorists are very good. Picnic areas in Troödos are usually only accessible if you have your own transport. Traffic is lighter in the North, but the roads are not as good as in the South. Parking in the South is quite cheap, with €1.00 or so buying you two hours in central Nicosia. Parking is free in all towns in the North.

This is covered in HIVE Information Sheet - Motoring

02.0406. Hire. Cars and 4WDs are widely available for hire and cost around €30.00 on average in the South and around UK£25 per day in the North. In some towns, you can also rent motorcycles (from around €25 a day) or mopeds (from €10 per day). Rental cars are usually in good condition, but inspect your vehicle before you set off. Open-top 4WDs are popular options (the Troödos Mountains literally swarm with them on hot weekends). They offer the option of dirt-track driving, that adventure 'look', and natural air-con. If you hire a 2WD, make sure it has air-conditioning and enough power to get you up hills.

This is covered in HIVE Information Sheet – Travel & Transport

02.0407. Travel to North Cyprus. It is now possible to travel to the North via several crossing points but you must be aware that any insurance and breakdown cover, arranged for your vehicle in the Republic of Cyprus, does not apply to the North. Before passing the Republic of Cyprus or SBA checkpoint you will need to stop and acquire motor insurance and also register your personal details with the passport office. A removable paper slip will be inserted in your passport, which is also to be presented to the Turkish Cypriot checkpoint. Prior to your return to the Republic of Cyprus you must return the slip from your passport to the Turkish Cypriot Authorities to register your departure from the North. You will find that certain goods are cheaper in the North. However the following restrictions apply to the purchase of goods:

40 Cigarettes

1 litre of spirits

Total value of goods that do not exceed €260 euros.

If you exceed these allowances then all goods are liable to seizure and subsequent destruction. If goods are discovered concealed in a vehicle, or a vehicle has been used for carriage of smuggled goods, that vehicle - as well as the goods - will be liable to seizure. There are heavy penalties for persons caught smuggling.

CHAPTER 2

LIVING IN CYPRUS

SECTION 5

WHAT TO BRING

02.0501. This section aims to give you enough information to plan and pack effectively for your new life in Cyprus. When you arrive, or just prior to your arrival, you will be given a more detailed guide to living at BFC and in Cyprus, by your HCSO.

02.0502. This is one of the most frequently asked questions of people moving to Cyprus, and is probably more relevant to married accompanied personnel, particularly those with children. This section gives an overview of the types of items you may wish to bring and an idea of the types of items not to bring.

02.0503. Items of furniture are not recommended because your SFA/SLA comes fully furnished. Therefore you are strongly urged to contact your respective HCSO to seek advice about bringing any of your own items of furniture with you. As Cyprus provides the same electrical system as the UK, you may wish to bring along a UK TV, DVD player or games console and they will also be compatible with BFBS.

02.0504. An island-wide Sales and Wants page exists on the CyprusNet office terminals and can be accessed on the military IT system. Items such as cars, electrical and sporting goods can all be obtained.

02.0505. Due to the fairly predictable weather in Cyprus, lightweight summer clothing is appropriate all year round. However, it is recommended that you bring jeans, fleeces, rain jackets etc for when the temperature drips between November and February. Temperatures can extend into the 30s in summer and equally dip down to as low as -10 in the winter in the Troodos Mountains. You may wish to bring your camping and sporting equipment (e.g. skiing, snowboarding, cycling, skating) as there are numerous facilities and opportunities in the local area. Camping and sporting equipment is of a higher quality in the UK than Cyprus and most likely to be cheaper, so you are recommended to bring your own kit and equipment, should you have it.

02.0506. In order to set-up your new home in Cyprus, we suggest that you ship the following items across, or bring with you in your baggage, where possible. This list is by no means exhaustive and will change with personal lifestyle and circumstances:

Computer and printer
Stereo/Ipod Docking Station – but you can purchase locally
Cold box plus ice packs
Books - references to UK, family photos etc.
Sleeping bags for visitors and for travelling

Bed linen, duvets, towels + extra for guests

Wherewithal for dinner parties - e.g. table cloths, napkins, mats, wine glasses, knives and forks, plates, ramekins, vases, candlesticks etc

Cookware

Hot water bottles (available here though should you need them)

Favourite Kitchen 'stuff' – scales, knives, mixing bowls, cutters, graters and general kitchen tools.

Cook books

Some ornaments

Throws, cushions, wall-hangings/rugs etc to make the place your own

Christmas decorations – can be expensive to buy everything from new

Lots of summer clothes – in the heat you may find yourself changing a couple of times a day

Lots of swimwear

Children's clothes – clothes shopping for adults and children is more expensive in Cyprus.

Bicycles

Any specific sport equipment

BBQ

Washing Machine (be aware the water is very hard in Cyprus and lime scale is a problem)

Small Freezer (although a fridge/freezer combo is supplied the freezer is on the small side!)

CHAPTER 2

LIVING IN CYPRUS

SECTION 6

SHOPPING IN CYPRUS

02.0601. Supermarkets. Ermes Stores Plc, through Sodexo, has the exclusive management of the operations and supplies of all supermarkets and retail convenience shops operations at Akrotiri, Episkopi, Ayios Nikolaos, Dhekelia and Nicosia.

02.0602. There are also plenty of 'Cypriot' supermarkets as well as smaller well-stocked bakeries and greengrocers, and one or two health-food shops. You will find that you can get hold of almost anything you want, although you will need to shop around for it. There is not the choice of processed or ready-made food that we tend to expect in the UK, but all the ingredients can be found to prepare most meals, including organic grains and legumes. Some things are more expensive compared to the UK, but other things can be cheaper, so long as you are careful to buy fruits and vegetables in season and take advantage of special offers.

CHAPTER 2

LIVING IN CYPRUS

SECTION 7

WELFARE SERVICES

02.0701. Welfare. Welfare covers all aspects of Service life that contribute toward the well being of a soldier, sailor or airmen and by extension his or her immediate family or dependants and of those civilians employed by MOD in support. The chain of command in partnership with community organisations has a particular responsibility to ensure the physical, spiritual and social well-being of the BFC community. Meeting the core needs of our community is fundamental to continued success on operations and ensuring that both the individual and his or her family are well cared for. Each Unit is assigned a Unit Welfare officer (UWO) who is an integral part of the duty of care afforded to personnel and their families when serving in BFC. There are a plethora of welfare organisations and activities in BFC, details of the services provided by each Welfare Agency are as follows:

02.0702. Army Families Federation (AFF). AFF is the independent voice of Army families and works hard to improve the quality of life for Army families around the world - on any aspect that is affected by the Army lifestyle. AFF have often been pivotal in achieving improvements for Army families such as changes to Government and military policy and changes to the delivery of how things are provided for families. The AFF does not do this by itself; their role is to highlight problems to the chain of command or service providers, and work with them and other agencies to improve the support they provide to Service families. AFF also provides a signposting service to help you find the right person to speak to, as well as providing useful information for Army families through its website and magazine, the [AFF Families Journal](#).

02.0703. Church of England Soldiers Sailors & Airman's Club (CESSAC). Whilst CESSAC does not provide a tangible welfare output in the same way that the other agencies do, its outlets remain very popular. The organisation is self-funded; most of the surpluses made in the catering and retail outlets are ploughed back into maintaining and improving its facilities. CESSAC has recently spent a significant amount of money refurbishing and improving its outlets for the benefit of the Service community. CESSAC makes a valuable contribution to the BFC community; the cafes and retail outlets at the 5 major locations across BFC are very popular. Within its premises, CESSAC provides the facilities for numerous community-based groups that meet on a regular basis. Whilst not overtly evangelical in its approach, CESSAC is recognised for its Christian ethos and supports the Chaplaincy where possible. Overall, CESSAC provides a significant number of services and is seen as an integral part of the wider military and civilian community.

02.0704. HIVE. HIVE Information Centres support the Chain of Command and tri-Service communities through the provision of up to date and relevant information on relocation, local unit and civilian facilities, places of interest, schools and further education, housing,

healthcare facilities, employment and training opportunities. The HIVE Information Service is a tri-Service information network available to all members of the Service community - serving personnel both married and single, together with their families and dependants as well as civilians employed by the Services. All HIVE staff are professionally trained to fulfil their role as HIVE Information Officers with management support from their employing units and HIVE Managers. Information on relocations is one of the HIVEs key areas of information support and is available either in advance or on arrival at the receiving unit. HIVE Information Officers are not trained in welfare counselling, however, are able to offer initial support to individuals and can advise referral to those professional agencies best suited to the individual's circumstances.

02.0705. Home-Start. Through a network of trained parent volunteers and fulltime staff, Home-Start supports parents who are struggling to cope. Families may need support for many reasons including post-natal illness, disability, bereavement, the illness of a parent or child, or social isolation. Home-Start helps to increase the confidence and independence of families by visiting families in their own homes to offer support, friendship and practical assistance, reassuring parents that their childcare problems are not unusual or unique, encouraging parents' strengths and emotional well-being for the ultimate benefit of their children and try to get the fun back into family life. They are a UK based charity and operate in Cyprus purely in support of the BFC community.

02.0706. Soldiers, Sailors, Airmen and Families Association Forces Help (SSAFA FH): Health and Social Work Services. On behalf of the MOD, SSAFA FH delivers a Social Work Service and a Health Service to families serving in BFC. The service is made up of health visitors, community midwives and social workers, all of whom have worked and obtained their professional qualifications in the UK before joining SSAFA FH. The team comprise of Health Visitor's, trained nurses and midwives, whose work is mainly with the under fives. They routinely visits newly arrived families with young children to advise on matters relating to health and to inform them of the medical and welfare facilities available in the area. The Health Visitor also provides antenatal care, child health surveillance, immunisation, school health and health. They will work closely with the Medical Officer and Social Worker, as well as the Community Midwife. These all form part of the Primary Health Care team. Social Workers offer a confidential service and their work covers aspects of welfare and Statutory responsibilities which, in the UK, is provided by Local Authorities, such as: child care; adoption; marriage guidance; relationship counselling; victim support; court work and general welfare advice. You will find that they have had experience of dealing with many complex situations, so do not be afraid to ask. SSAFA FH in Cyprus is strongly supported by a large network of volunteers. All voluntary workers are civilians, most are ex-Service people (ex-patriots) and some are Service wives. They are unpaid and work voluntarily because they understand the kind of problems Service people face.

02.0707. WRVS. The WRVS Centres and the Service Welfare Officers (SWO's) are a crucial part of the commanding officer's welfare team. They provide a friendly non-military face to support single and unaccompanied service personnel, many of whom are young and can feel lonely in what may be their first time away from home, family and friends. WRVS manage alcohol free recreation centres with leisure facilities, providing a relaxed, friendly and homely atmosphere during the evenings and weekends for predominantly single/unaccompanied personnel to spend their free time. There are lounges, quiet rooms

and even cyber cafés in many Cyprus WRVS centres, helping soldiers to maintain a vital e-mail link with friends and relatives far away, especially when posted abroad.

02.0708. Welfare Agency Locations. The welfare agencies are distributed across the SBA's as follows:

Location	Welfare Services	Contact Tel No.
Akrotiri	AFF	5186
	CESSAC	99971458
	HIVE	6390
	Home-Start	6069
	SSAFA FH	6322/6406/6810/5130
Ayios Nikolaos	AFF	7546
	MMG (CESSAC)	7474
	HIVE	7699
Episkopi	AFF (Main Office)	2110
	CESSAC (Main Office)	25211325
	HIVE	2000
	Home-Start	6069
	SSAFA FH (HQ – covers across-island)	3387
	WRVS	2151
Dhekelia	CESSAC	24723214
	HIVE	4551
	Home-Start	24724977
	WRVS	4447
Nicosia	CESSAC	22359308
	WRVS	99582763

CHAPTER 2

LIVING IN CYPRUS

SECTION 8

RECREATION ACTIVITIES IN CYPRUS

02.0801. Sports. Each of the 4 main stations (Episkopi, Dhekelia, Akrotiri and Ayios Nikolaos) cater for the majority of popular sports. As well as fully equipped gymnasiums, each station has a swimming pool, squash courts and an array of outdoor sports pitches. In addition, each station has a golf course. There is an abundance of sports clubs across the island, all of which are available to entitled personnel and their dependants. Suitably placed in the Mediterranean, water sports are available in both the WSBA and the ESBA, these include dinghy sailing, water skiing, sub-aqua diving, wind surfing and kite surfing. Sports events and activities are regularly advertised in local HIVEs, The Cyprus Lion and on BFBS Radio. Whatever your interest, there's probably something for you, and if not, then get together with like-minded people and start something up yourself.

02.0802. Leisure Time and Night Life. Eating out has become a local habit and is part of entertainment in Cyprus. There are a wide variety of restaurants, catering for all tastes. Along with taverns, which provide local and Greek dishes, there are restaurants that offer international cuisine such as French, Chinese, Italian, Indian, Lebanese, Japanese, Russian, Mexican and others. Prices vary but in general, a meal at a good restaurant for three-courses with wine and dessert will cost you approximately €40 per person, whereas at taverns, this is reduced to approximately €15 per person. Nightclubs with good live music, discos and a variety of bars are some of the entertainment choices that can be found in all towns and tourist resorts. In the summer, tourists and regular business visitors may visit the islands sandy beaches and enjoy sunbathing, swimming or any of the water sports (water skiing, windsurfing, sailing etc). In the winter months, snow skiing facilities are available at Troodos mountain resorts.

02.0803. Festivals. Cyprus hosts a number of festivals. Limassol is home to a carnival in March, an International State Fair in May and a wine festival in both Paphos and Limassol in September. Other festivals around Cyprus include the Flower Show and the Snow Ski Games.

02.0804. Crime Rate. Cyprus has a very low crime and vandalism rate in comparison with other Mediterranean countries, such as Spain and Italy. According to Interpol Statistics, Cyprus's crime rate is only 1/10 of the average among other European countries and 1/6 of the UK.

02.0805. Language. Learning a foreign language is a challenge for everyone but luckily English is spoken widely across the island, especially in the Republic of Cyprus. However,

being able to communicate in Greek will help you get more out of living in Cyprus. There are various language courses available at the Education Centres across the island.

CHAPTER 3

PREPARATION FOR BRITISH FORCES CYPRUS

SECTION 1

03.0101. Getting There. Travel from the UK to Cyprus, for military personnel and dependants, is provided by the air trooping service from RAF Brize Norton, Oxfordshire; the flight time to Cyprus from the UK is approx 5 hours. On posting, all personnel are entitled to duty flights for themselves and their dependants. Applications must be made to Movement Support Services (MSS) and Unit Admin Office should be able to assist with this process. All dependants will need to contact MSS to ensure they obtain a Status Stamp prior to arrival in Cyprus.

03.0102. Booking your Tickets. MSS is responsible for booking the travel for your move to Cyprus and can be contacted on the number detailed below. Alternatively if you have access to the Defence Intranet, it is possible to apply for duty travel using the application form at <http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Admin/ArrangeTravel/ArrangeTravel.htm> or contact MSS at the following address:

MSS
MOD Abbey Wood
Cedar 3c (mail point 3351)
Bristol BS34 8JH
Opening Hours:
Monday - Friday 08.00-17.00

Telephone: 030 6789 4800
Military: 96789 4800
Int: 0044 1 96789 4800
Fax: 01179 138973

In order to book online you will require a copy of your JPA assignment order.

03.0103. Personal Baggage Allowance. Your individual baggage entitlement when flying on the Air Trooper from RAF Brize Norton to Cyprus is as follows:

Officers/Civil Service Equivalent		Other Ranks/Civil Service Equivalent
Individual on Posting	45 Kg	40 Kg
Spouse	30 Kg	30 Kg
Child	20 Kg	20 Kg

03.0104. By Private Arrangements. UK personnel posted to Cyprus can apply under JSP 752 to travel to Cyprus under Privately Arranged Passage rules. Full details of this scheme can be obtained from your unit Admin Office and an application must be submitted to the MSS. If you obtain authority for privately arranged passage, you must keep all receipts (i.e.

fuel, accommodation, food, ferry/flight tickets, taxes etc) for presentation with your claim. Remember that you must still submit Form F/Mov/564 to MSS to trigger-off visa applications, medical processing and the like for your family.

CHAPTER 3

PREPARATION FOR BRITISH FORCES CYPRUS

SECTION 2

MOVEMENT AND STORAGE OF PERSONAL EFFECTS

03.0201. For advice on moving overseas it is recommend reading the Service Families Task Force (SFTF) Aid to moving - <http://www.mod.uk/DefenceInternet/DefenceFor/ServiceCommunity>. The aim of Movement and Storage of Personal Effects is to enable Service personnel and, where eligible their accompanying dependents, to move and/or store their Personal Effects (PE) at public expense, within MOD limits, when assigned to a new duty station. For movements and storage of PE to Cyprus, Single and married unaccompanied should follow Self-Pack Service for Rest of World (ROW) and Accompanied to follow Removal Service Overseas (RSO) as outlined in **JSP 752 Chapter 7 Section 2**.

03.0202. Unaccompanied Baggage. The Unaccompanied Baggage Guides are required to arrange the removal or storage of your personal and household effects or car removal, subject to entitlement. The Guides contain respective application forms and you are advised to seek the assistance of your Admin or HR Department to confirm your Unaccompanied Baggage entitlement and to correctly complete the form if you have any doubts.

03.0203. Each Guide is provided with helpful information which you are strongly advised to read as you might be responsible for certain arrangements. You should take personal responsibility for the movement of you Unaccompanied Baggage and aim to get your boxes to Cyprus by the time you arrive here. Global Removals Management Service deal with all movement of personal effects on behalf of the MOD. They will probably want to collect your boxes about 6-8 weeks before they are due to arrive in Cyprus. Contact details are as follows:

http://www.agilitylogistics.com/Agility_Search/Pages/default.aspx?cx=002686711892949220334%3Ah91wjo2eqz0&cof=FORID%3A9&ie=UTF-8&q=mod&siteurl=www.agilitylogistics.com%2FEN%2FPages%2FLanding.aspx#343

03.0204. On the 18th January 2010 the Unaccompanied Baggage section was restructured as Relocation Services responsible for management of the UB contract and for family travel on overseas assignments. Contact details are as follows:

Relocation Services
MSS Division
Elm 2C
Mail Point #4229
MOD Abbey Wood
BRISTOL
BS34 8TH

Contact Tel No: (Civ) 0306 79 81011
(Mil) 9679 81011

<http://www.mod.uk/DefenceInternet/DefenceFor/ServiceCommunity/Moving/unaccompaniedbaggage/removalsandstorage/documents>

Please note that if you need advice on Unaccompanied Baggage allowances you are advised to seek it from your Admin office in the first instance.

03.0205. Rest of World (ROW). The PE scale for personnel moving under the Self-Pack Service (Single and married unaccompanied).

Allowance (All Ranks) (Unaccompanied)	
Type of Accommodation	Allowance
2 room entitlement	4.10 CuM (738 Kg)
1 or shared room entitlement	2.85 CuM (513 Kg)

03.0206. Regardless of the type or size of property (number of bedrooms) being moved into, the Service person is limited to a cubic metre allowance based upon the SLA/SSSA/Hiring (or equivalent) to which the Service person is normally entitled in accordance with Housing regulations (**JSP 464**). Service personnel should speak with their MFO store or QM staff for assistance as space may be available to ship additional PE.

03.0207. The PE scale of moving under the Removal Service Overseas (RSO) Service allowance is based on the Type of SFA, and therefore the number of bedrooms, a Service person is entitled to (see **JSP 464 Part 2**) and not necessarily the actual number of bedrooms in the property into which the Service person is moving.

Basic Allowance (All Ranks) (Accompanied)	
Type of Accommodation	Allowance
Over 4 Bed	11.00 CuM (1980 Kg)
4 Bed	10.50 CuM (1890 Kg)
3 Bed	8.75 CuM (1575 Kg)
2 Bed	8.20 CuM (1476 Kg)

For more information on entitlement see **Annex A of Section 2 to Chapter 7 of JSP 752** or contact your Unit Admin Office.

03.0208. A Basic Guide to Packing Measurement. Your allowance is measured in cubic meters (CuM); a cubic meter is something that measures 1 meter long by 1 meter wide by 1 meter high. You should measure the length, width, height of each item in meters. For example if a washing machine measures 0.6m x 0.6m x 0.9m = 0.33 of a cubic meter. The removals company should do a pre-removal visit to check what PE you want to ship. They should be able to give you a good indication of what your total PE cubic size is for the items you are thinking of shipping. **They will not be able to tell you your entitlement under JSP 752.**

General example of item sizes:

Item	CuM
Washing Machine	0.33
Tumble Dryer	0.33
Fridge Freezer	0.50
Microwave	0.10
42" Flat Screen TV	0.40
Double Bed & Mattress	1.40
TV Stand	0.30
Adult Bike	0.60
Portable TV	0.15
Packing Box 100 x 60 x 50 (cm)	0.30

Warning: You will be charged if you exceed your entitlement. You might wish to ship the items which are above your entitlement but this can be a very expensive option.

03.0209. Storage. If you are married accompanied, then all your other possessions that are eligible can be placed in storage for the duration of your tour in Cyprus. Request for the booklet called **Unaccompanied Baggage (UB) Guide for Personnel and United Kingdom Based Civilians (UKBC) Requiring Storage of Personal Effects while on Assignment Overseas** from your Unit Admin Office. Your possessions can be moved into storage up to 14 days before you depart from your current post.

03.0210. Insurance. You are strongly advised to insure your belongings whilst they are in transit, in storage and in use whilst they are in Cyprus. Many UK household contents insurers will not provide cover whilst your belongings are overseas so you may have to shop around. The Forces Discount Directory <http://www.forcesdiscounts-mod.co.uk/> have a list of companies that cover items in storage; transit and overseas but you are strongly encouraged to shop around for the best deal to your personal circumstances.

03.0211. Top Tips.

- a. In outline, a couple without children will be entitled to send a maximum of 9 cubic metres. Your weight allowance should be 1665 kg per couple, plus 144 kg per child. Two tonnes may sound a lot for a family of 4, but you will probably use a good proportion of it.
- b. All the boxes with sensitive things in them should be lined with waterproof material. Pack well, your boxes may well arrive upside down!
- c. If you are still yet to be allocated a married quarter address, you can address all of your boxes to your new Unit address. Your items can take between 4–7 weeks (Europe) to arrive; this is a guide only.
- d. Pack for your entitled housing allocation rather than what you are in currently. There is a healthy second hand market for goods and various furniture shops including IKEA.

03.0212. The following items remain in SFA irrespective of its furnishing state: carpets, curtains, cooker, dustbin, brush WC and container, smoke alarms, CO² alarms where appropriate and vacuum cleaner. In Cyprus you are also provided with a Fridge/Freezer, desk fan, Iron board, garden tools and heaters where appropriate.

CHAPTER 3

PREPARATION FOR BRITISH FORCES CYPRUS

SECTION 3

ACCOMMODATION

03.0301. Entitlement. Regardless of your employer, publicly funded accommodation in Cyprus is allocated in line with BFC and MOD policy, as laid down in JSP 464, JSP 315, and BFC/J1/1500/17/001 (extant policy dated 22 Jan 10; copies can be obtained from your HCSO). Your entitlement, equivalent military rank, specific job role and personal status category (accompanied, unaccompanied or single) are the deciding factors for the type of accommodation you are allocated whilst serving in Cyprus.

03.0302. Military Personnel. For military personnel this simply means either Service Families Accommodation (SFA) for **accompanied** personnel (PStat Cat 1, 1C, 1S or 2) and those in appointments as detailed in the BFC policy, or Single Living Accommodation (SLA) for all others (including Married Unaccompanied personnel). You may apply to live out, at personal expense, through your Unit Admin Office. If this a choice you would like to pursue, you are advised to begin this process as soon as practicable, using BFC SO Pt 2 Ch 41 Section 1, as your chosen property must undergo security checks prior to being authorised.

03.0303. Civilian Personnel. As a civilian you may fall into two categories; entitled and non-entitled, dependent on your employment contract. Entitled personnel will be provided accommodation; non-entitled personnel may be provided accommodation, if there is spare capacity and at non-entitled rates. Rates for accommodation can be provided by your HCSO. Whether entitled or non-entitled, you will be offered accommodated in line with your personal status and equivalent military rank. Detailed definitions of personal status can be found in JSP 464 however if you are married/in a civil partnership, or a single parent, and **accompanied** by your family, you will normally be accommodated in SFA. All other personnel will be offered accommodation in the appropriate Mess. Currently, Single officer with Equivalent Responsibilities (SOWER) status does not give automatic entitlement to Service Families Accommodation and cohabitation is not allowed, unless exceptional authority is granted by HQ BFC. You may be able to receive Overseas Rent Allowance and find your own property to rent. Civilian personnel are advised to check their entitlement to accommodation and allowances with the BFC Civilian Pay and Allowances Team, via their 'on island' employer, as soon as possible.

03.0304. Type of Accommodation. Accommodation in Cyprus can be tight and you are advised to contact your Unit or HCSO as soon as you receive this pack, if you have not already done so. You will be allocated the highest grade of accommodation available at the time of your arrival. Requests for accommodation above entitlement will be considered on an individual basis and should be submitted to your HCSO, Accommodation Store, Mess Manager or QM in the first instance with full details of any relevant facts to be taken into consideration. Due to the lack of accommodation, each case will be considered however,

may not achieve a successful resolution. You cannot request a lower grade of accommodation. Married unaccompanied personnel are advised that you are not entitled to SFA despite your PStat Cat. If capacity exists, you may be allocated SFA on a surplus basis however this is on the understanding that you may be required to vacate your SFA, with reduced notice, during your tour. Suitable mess accommodation exists at all stations; SSSA is not an option.

03.0305. Single Living Accommodation. Personnel should contact the accommodation cell or Mess Managers at their respective units with regards to SLA:

Location	Tel (94120)
Akrotiri Accommodation Cell	6672/6011
Akrotiri Sgts' Mess	5078
Akrotiri Officers' Mess	5201
Ay Nik (Admin Office)	7450
Ay Nik Sgts' Mess	7707
Ay Nik Officers; Mess	7707
Episkopi Accommodation Cell	2421
Episkopi Sgts' Mess	2724
Episkopi Officers' Mess	3694
Dhekelia Accommodation Cell	
Dhekelia Sgts' Mess	4713
Dhekelia Officers' Mess	4503
Troodos	7065/7020/7028

03.0306. Service Families Accommodation. All SFA allocations in Cyprus are processed through the HCSO. To ensure you are allocated the correct quarter for you and your family you must obtain a copy of MOD Form 1132 from your current Unit Admin Office/Welfare Office and fax a completed copy to the relevant HCSO office location as soon as possible. This should be followed up by the originals in the post, if required. Contact your HCSO at your assigned unit for further guidance:

Location	HCSO Office	Fax
Akrotiri Housing Allocations RAF Akrotiri BFPO 57 Open Mon – Fri 0730 – 1230	00357 2527 5339	00357 2527 8677
Ayios Nikolaos Housing Allocations JSSU (Cyp) BFPO 59 Open Mon 0700 – 1600 Tue – Fri 0700 –1330	00357 2395 7545	00357 2395 7780
Dhekelia Housing Allocations Amenities Centre	00357 2472 4636	00357 2472 4225

BFPO 58 Open Mon 0700 – 1600 Tue – Fri 0700 – 1330		
Episkopi Housing Allocations HQ ESU BFPO 53 Open Mon 0700 – 1600 Tue – Fri 0700 – 1330	00357 2596 3153	00357 2596 2423
Nicosia Housing Office 6 & 8 Hastings Drive PROM – BRS BFPO 567 Open Mon – Fri 0715 – 1415 Email nicosiahousing@hotmail.com	00357 2235 9436	00357 2235 9418

03.0307. On arrival in Cyprus your quarter will be fully furnished, irrespective of your furniture requirements as you may have to wait a period of time before your own personal belongings arrive. You will find in your accommodation a “Get-U-In Pack” containing the following (additional items are available on request for large families):

Item	Qty	Item	Qty	Item	Qty
Double Duvet	1	Double Duvet cover	1	Sheets double	4
Single Duvet	2	Single duvet cover	2	Sheets single	8
Pillows	4	Slips Pillows	8	Iron Steam	1
Kettle electric	1	Pan frying Lge	1	Saucepan Lge	1
Saucepan Med	1	Serving spoon	1	Cup tea	6
Saucer tea	6	Plate dinner	6	Plate soup	6
Plate tea	6	Tumbler	6	Fork table	6
Knife table	6	Knife bread	1	Knife veg.	1
Spoon desert	6	Spoon tea	6	Pot tea	1
Tin opener	1	Slice food	1	Box carton	1

03.0308. Privately Owned Accommodation. Those personnel with private homes in the UK will be considering whether or not to sell on assignment. This is obviously a private decision; however, the Service recognise the costs involved in selling due to the assignment and offer reimbursement of legal and estate agent fees. Similarly, such costs may be recovered should families choose to re-buy a home on their return to the UK; your Unit Admin Office will advise on these procedures. Personnel considering renting out their homes in their absence are advised to employ a reputable letting agent, to avoid the potential pitfalls involved while they are away. The Service offers financial assistance to meet the cost of drawing up tenancy agreements.

CHAPTER 3

PREPARATION FOR BRITISH FORCES CYPRUS

SECTION 4

DEPENDENCY STATUS IN CYPRUS

03.0401. Application for Dependency Status. Prior to being assigned to Cyprus, all dependent family members of Military personnel/MoD civil servants must have a valid passport. This must be submitted to MSS where a SBA Status Stamp will be issued. This is normally done through your Admin office as part of the assignment process. The Status Stamp affords an individual and dependents (where applicable) tax-free entitlements and access to the military trooping aircraft and therefore it is imperative that this is done at the earliest opportunity by contacting the following:

MSS
MOD Abbey Wood
Cedar 3c (mail point 3351)
Bristol BS34 8JH

Opening Hours:

Monday - Friday 08.00-17.00

Telephone: 030 6789 4800
Military: 96789 4800
Int: 0044 1 96789 4800
Fax: 01179 138973

03.0402. Dependant Children under 18. All children of serving personnel, up to the age of 18 (19 for civil servant), are automatically eligible for dependant status. Children from 18 up to the age of 24 who are in full time education (College/University) are also eligible for dependant status¹; however they are not eligible for employment in a UK Dependent post. Members of the Force may apply for Dependency Status on behalf of children, family members and domestic employees, who fall outside of the above criteria. The Treaty of Establishment and MOD regulations, as laid down in various JSP's, govern all such applications. With this in mind, you should be aware that any member of your family (with the exception of your spouse/civil partner) who is over the age of 18 and not in full-time education and wishes to accompany you in Cyprus is required to apply for Dependency Status. The Serving person (military/civil servant) must submit the request, stating the exceptional circumstances, in writing to your future designated Chain of Command (via the Unit Admin Office) or Line Manager, prior to your family's arrival in Cyprus.

¹ As defined in JSP 752, Chap 1, Sect 1, Para 01.0208; "a child is deemed to be below the age of majority (18 years). If over that age, a son or daughter must be 24 years or under, unmarried or not in a civil partnership and in receipt of full time education at a school, college or university (studying for a 1st degree only), or be out of full time education for up to one year between secondary education and further education. The age limits do not apply to a son or daughter who is physically or mentally incapable of contribution to their own support."

03.0403. Dependant Children over 18. A dependant over the age of 18 and not in full time education may live with the family provided the Station Commander and Housing Community Support Officer (HCSO) grant permission, based on your application; access to the Serving parents' Station will be afforded to that individual on these grounds. Such individuals will be deemed as 'dependants' under the terms of the Treaty of Establishment, as they will be 'wholly or partially maintained' by a 'member of the force'. However, this will not entitle them to dependency status in terms of the following:

- a. Military/Civil Service Allowances.
- b. Free Military medical and dental cover.
- c. Employment in UK Dependant posts.
- d. Travel at public expense on the Trooper.
- e. Travel on the Trooper at the reduced rate.

03.0404. Dependency Status under the under the Treaty of Establishment will also mean that individual is ineligible for employment in the Republic of Cyprus. You are to ensure you have given considerable thought to the impact these stipulations might have on your adult child, should he/she chose to accompany you to Cyprus.

03.0405. Foreign & Commonwealth Serving Personnel. Non-British citizens serving in the Armed Forces, and their families, are advised to ensure they have the right travel documentation (valid passports and the Cyprus Treaty of Establishment Status Stamp issued by MSS). Further details about application process, fee and eligibility criteria can be found at <http://www.ukba.homeoffice.gov.uk/>

03.0406. Domestic Assistants. It is possible for a person who is not ordinarily resident in the Republic of Cyprus to be employed as a Domestic Assistant (DA) and obtain dependency status with you as the employer becoming a sponsor for that person/DA. A formal application will need to be completed and forwarded to HQ SBAA/BFC for approval prior to permission being granted for the employment of a DA. For a DA to qualify as your dependent s/he must be employed on a "Live in" basis, which requires the DA to reside with you at your allocated residence for a minimum of four nights a week. Once you have employed a DA you have a responsibility to find him/her alternative employment when you no longer wish to continue his/her employment. If this is not achieved within 28 days of the date of termination of employment, you are obliged to pay for your DA to return to their country of origin and make the necessary arrangements accordingly.

CHAPTER 3

PREPARATION FOR BRITISH FORCES CYPRUS

SECTION 5

IMPORTATION OF PETS/ANIMALS

03.0501. Entitlement. Whilst there is no entitlement to bring pets with you to Cyprus, if you wish to bring your pet(s) there should be no problem, HCSO's can generally accommodate everyone's wishes. There is a lot of administrative work involved and you should start on it now. In the first instance, as a formality, you will need to indicate your wish to bring you pet on your MOD Housing Form 1132. Up to five domestic pets may be transported to Cyprus per person. No animal under three months of age may travel (for humane reasons). However each station may have differing rules to the number of pets allowed in SFA. For example, Episkopi currently has a maximum of 2 Dogs per SFA rule. Contact your HCSO for further information.

03.0502. Transportation of Pets. The RAF does not fly domestic pets; you will need to make private arrangements for your pet's transportation.

03.0503. EU Pet Passports. Cats, dogs and ferrets living in the EU can travel between EU-member states if accompanied by a valid EU Pet Passport (EUPP). **Note:** *There is currently no formally agreed legislation at EU level regarding other animals, apart from Cats, Dogs and Ferrets, so national legislation applies.*

03.0504. The EU Pet Passport is a booklet, identical for all European countries, which contains mandatory information concerning an individual animal, including; an identification number and proof of valid vaccination against the rabies virus. In order for an animal to qualify for an EU Pet Passport, it must be:

- a. Micro chipped or tattooed for identification purposes (tattoos will only be accepted until 3 July 2011).
- b. Vaccinated against rabies, with the efficacy confirmed by a blood test.

The process for obtaining an EU Pet Passport can take several months. If an animal's rabies vaccination is not kept up-to-date, the process will need to be started from the beginning.

03.0505. Prohibited Dog Breeds. The Dangerous Dogs Act 1991 is observed within the SBAs. It is, therefore, an offence for Service personnel, UKBCs and their dependants to have in their possession or custody:

- a. A Pit-bull Terrier
- b. A Japanese Toea
- c. A Dago Argentina
- d. A Fila Brasileiro
- e. Any other type of dog, which may be designated one bred for fighting, unless the dog was born before 30 Nov 1991 and the owner is in possession of a certificate of exemption obtained before that date.

03.0506. Registration and Licensing. On arrival in Cyprus, it is the pet owner's responsibility to register their dogs with the Sovereign Base Area Administration and their respective HCSO.

CHAPTER 4

ADMINISTRATION, ADVANCES, PAY AND ALLOWANCES

SECTION 1

04.0101. General. You should note that almost every family arriving in Cyprus comments on the amount of money they needed to spend in the first few weeks after arrival. Please read this section fully to help you decide how you will manage. You are advised to pay particular attention to the advance of pay advice contained further down in this section. The largest purchase you are likely to make is a car, but don't forget all the expense that goes with that, e.g. insurance, registration, etc. Further advice on the information contained in this section can be given by your current Unit Admin Office prior to your departure, as well as your gaining Unit on arrival.

04.0102. Advances. You are entitled to an Advance of Pay (equivalent to one months salary) to help cover the costs of your move to Cyprus. This advance is then recovered directly from your salary over the following 12 months. Whilst you can arrange this advance of pay with your Unit Admin Office within two months of your arrival, it is better to make the application prior to your departure so that the funds are available shortly before or after the date of your arrival in Cyprus. The application can be made up to 30 days in advance of your arrival date.

04.0103. Pay/Banking. You should try to bring some €Euros with you to cover immediate expenditure, although all major credit cards are generally accepted and you have various options available to change money in Cyprus. Be aware that, dependent on what PE you dispatched and your lifestyle, it can cost an average of €1000 to establish your household in Cyprus. It is advisable to bring your UK chequebook with you to Cyprus; options for cashing UK cheques are listed below.

04.0104. Banks. Under JPA, all military personnel must have a bank account into which pay and allowances can be paid. You are advised to maintain your UK bank account but once in Cyprus you can open a Cypriot account and have amounts, either main pay or allotments, paid directly into it by the Service Personnel & Veterans Agency (SPVA). Retaining your UK bank account is advised and will be useful to meet the needs of regular UK payments such as standing orders or direct debits for insurance, mortgage repayments, hire purchase etc., and for deposits and benefits such as Child Benefit.

04.0105. Cyprus Banks. You (and your spouse or civil partner, where applicable) may operate local bank accounts in Cyprus. Opening an account is a relatively simple process and will generally be required to establish fixed phone contracts etc for your home. Bank loans to assist with large purchases are available; however, local loans must be completely cleared prior to repatriation on re-assignment. Two major banks that have branches inside the camps or in towns close by:

Hellenic Bank

Laiki Bank

Before any pay is credited to your Cyprus bank account, you will have to complete a change of bank details through your individual JPA record.

04.0106. UK Bank Cards. Cards with the VISA, MasterCard, Cirrus and various other symbols may be used at Cypriot ATM machines to obtain cash from your UK accounts. There may, however, be a service charge for using the facility by your UK bank. Your bank can provide you advice on any charges that you may incur. Forces Financial operate a Santander (Abbey) desk in some locations. This allows Abbey bank account holders to withdraw up to £250 per day at the commercial rate with no penalties.

04.0107. Personal Cheque Encashment. Two main options are currently available to you for cashing UK cheques whilst in Cyprus, as below.

a. **Unit Admin Office.** It is possible to cash Personal cheques through the military system to assist personnel at the beginning and end of an overseas tour of duty. This is to allow the salary allotment to be set up in the country of duty, but is not allowed for more than 2 months in either case (JSP 891 – Annex A to Chapter 7). Further limitations do apply but the main issues are listed below for ease:

- (1) Up to 4 personal cheques may be encashed in any one month.
- (2) Personal cheques are defined as cheques drawn on the UK bank account belonging to the individual. **You must have a UK bank cheque book.**
- (3) All Cheques will be converted at the Fixed Forces Rate (FFR) and paid in Euros.

b. **BFPO.** BFPO is able to cash UK cheques for entitled personnel only. They charge a fee of £2.50 unless you are with Alliance & Leicester. Cheques are cashed at the Post Office Accounting Rate (similar to normal bureau de change).

04.0108. Pay. Pay can be set-up on JPA to be split between two bank accounts e.g. A UK bank and a Cypriot bank. Pay is always paid in Sterling and is transferred at the FFR to the Cypriot bank in €Euros. You are advised to make any changes to your pay record at the start of the month, even if this means waiting until the month after your arrival, to allow the maximum amount of time for the JPA system to pick up the change in details.

CHAPTER 4

ADMINISTRATION, ADVANCES, PAY AND ALLOWANCES

SECTION 2

MISCELLANEOUS ALLOWANCES AND CHARGES

04.0201. General. The information below is designed to advise Military personnel ordinarily posted to BFC. For all other personnel, including military personnel posted into other formations e.g. Op TOSCA, the information may not be applicable. Some information may be useful however; you are advised to contact the relevant Admin Office as follows:

04.0202. BRITCON, UNFICYP, OP TOSCA. Information on pay and allowances may be obtained from the Continuity FSA on tel (00 357) 2261 4387.

04.0203. Civilian Pay and Allowances. Details of Pay and allowances (including Cost Of Living Overseas allowance (COLA)) for all UKBCs are available from PPPA Mil 93345 7772 or Civilian 0800 345 7772.

04.0204. Military Allowances:

- a. **Disturbance Allowance (DA).** The normal rules for DA apply. You will apply for this through your JPA account one month prior to your arrival in Cyprus. Disturbance Allowance is paid to single, married and married unaccompanied personnel.
- b. **Local Overseas Allowance (LOA).** Depending on your rank, marital status and family circumstances you will receive Local Overseas Allowance (LOA) at the appropriate rate. The current rates for Cyprus can be obtained from your current Unit Administration Office.
- c. **Longer Separation Allowance (LSA).** LSA is only paid to BFC personnel when they are away on detached duty for 10 days or more. The detailed regulations on LSA can be found in JSP 752.
- d. **Get You Home (Overseas) Allowance (GYH(O)).** This allowance contributes towards the cost of you and your family travelling to and from the UK once a year during your tour of duty in Cyprus. This allowance will normally cover the majority of the flight costs and you will also receive a motor mileage allowance payment that will help to cover the terminal travel costs in Cyprus and the UK. The allowance can only be used by you and your family members on a return journey from Cyprus to the UK and back. It cannot be used to bring friends or relatives from the UK to Cyprus and you cannot use the allowance to pay for a family holiday in the USA or any other such location. Details on this allowance can be obtained from the Unit Admin Office on your arrival in Cyprus.

- e. **House Purchase/Sale/ Letting Expenses.** If you buy/sell or let a privately owned house as a direct result of your posting to Cyprus you may be eligible for a refund of legal or letting expenses. Check with your present Admin Office as early as possible.
- f. **Child Benefit.** Arrangements should be made in the UK prior to your departure to have the payments paid into a bank or building society account.
- g. **Deployed Welfare Package (DWP).** BFC is not an operational theatre and BFC personnel, whilst located in Cyprus, do not qualify for DWP. However personnel deployed with the UN on Op Tosca are entitled to the full DWP and full details will be provided by the HR admin office at the beginning of the deployment.
- h. **Motor Mileage Allowance for Leave within Cyprus.** All leave journeys, with the exception of Get You Home (Overseas) journeys, are undertaken at your own expense.
- j. **Home to Duty Travel (Public or Private) (HTD(P)).** This allowance may apply if you are accommodated further than one mile (Publicly funded e.g. SFA, SLA or equivalent) or 9 miles (Privately owned or rented accommodation) from your place of work. Where the MoD provides a bus service from SFA to work locations, then HTD(P) cannot be paid. HDT(P) contributes towards the cost of travelling to your place of work. This allowance is paid through your salary on a monthly basis.
- k. **Visa and Passport Charges.** Personnel who incur charges for a passport or visa as a direct result of their posting to Cyprus may reclaim such charges via JPA. Information on this can be obtained from your current Unit Admin Office.

04.0205. Charges. The following charges will be deducted from your pay in the normal way:

- a. Service Families or Single Living Accommodation Charges.
- b. Charge in Lieu of Council Tax (CILOCT).
- c. Income Tax and National Insurance Contributions.
- d. Fuel and light (if residing in SFA).

04.0206. Payment of Utility Bills for Families Quarters. If you live in SFA you will be charged for 'Fuel and Light' monthly through your pay. The Accommodation Services Unit (ASU) is responsible for setting and revising these rates annually, based on the type of SFA you occupy.

04.0207. Other Personal Bills. Bills for items such as home telephones, mobile phones, internet connection and other such items will be your personal responsibility.

04.0208. Duty Free Goods Entitlements. Retail and Catering Services for the Sovereign Base Areas are provided by Sodexo on behalf of BFC. Goods and services continue to be

provided to entitled personnel Tax and Duty free. A ration card is issued on an annual basis and you will be required to produce that card to purchase rationed goods.

Each entitled adult (over 18 years of age) is restricted to the purchase of 200 cigarettes and 1 Litre of spirits per week tax free. You are entitled to take no more than one week's ration of duty free goods with you on your return to the UK.

04.0209. Buying from Abroad. If you are an entitled person as defined for acquisition of a Tax Free vehicle then goods which you bring with you on your first arrival into Cyprus are not liable to any local Cypriot taxes or duties. Any subsequent purchases that you make from outside Cyprus or the SBAs will need to be duty paid. The SBAs are part of the EU for Customs and Tax purposes. If you purchase an item from another EU country you should be charged VAT in that country and no further VAT is due on arrival in Cyprus. Any goods that are purchased for your personal use from outside the EU will attract import duty and VAT on their arrival in Cyprus.

04.0210. IMPORTANT: Shopping on the Internet. Goods cannot be purchased VAT Free on the internet. Some sites will offer to sell goods to you VAT free once you provide your BFPO address. This only applies to BFPO addresses outside the EU. If you are posted to Cyprus you must not declare that you are entitled to purchase goods VAT free. Checks will be conducted on BFPO consignments to ensure that tax and duties have been paid. For further information regarding tax free shopping and vehicles please contact the Custom Offices as listed below:

	SBA Customs	Fiscal Office	SBA Customs
Address	Customs House	Block A	Air Terminal
	Dhekelia	HQSBAA	RAF Akrotiri
		Episkopi	
	BFPO 58	BFPO 53	BFPO 57
Tel	(2474) 4226	(2596) 3342	(2527) 6762
FAX	(2472) 3533	(2596) 3342	(2595) 2101
E-Mail	sbaacusedhk@cytanet.com.cy	sbaacusepi@cytanet.com.cy	sbaacusakr@cytanet.com.cy

CHAPTER 4

MISCELLANEOUS ALLOWANCES AND CHARGES

SECTION 3

BUYING MOTOR VEHICLES ON ISLAND

04.0301. General. There are two status types of vehicles in Cyprus:

- a. Duty Free – This is where no duty has been paid on a vehicle and it can only be sold to an entitled person (Military or Civil Servant (UKBC)).
- b. Duty Paid – This is where duty has been paid and can be purchased by anyone including Cypriots. These are normally more expensive due to the Import Duty.

04.0302. Duty Free Vehicles. Duty and VAT free vehicles can be purchased new or second-hand from various vehicle dealers, or by private arrangement from other entitled persons. You may acquire a tax-free vehicle provided that you are:

- a. A member of British Forces Cyprus, the civilian component or UK authorities.
- b. Posted or attached to Cyprus for a tour of at least 6 months.

04.0303. Entitlement. Your relief from duty and VAT is subject to the following conditions:

- a. You acquire a C104A from your Unit Admin Office for clearance with the Republic of Cyprus Customs.
- b. Only the owner and his/her dependants are entitled to drive the vehicle (permission can be sought for visitors and on exceptional circumstances from the Fiscal Office).
- c. You register the vehicle in your own name within 28 days of purchase (or its arrival in Cyprus).
- d. You are not restricted on the number of duty free cars you possess on island but you can only export one Duty Free vehicle per entitled person and adult dependant at the end of your assignment.

04.0304. Vehicle Registration. All Duty Free vehicles must be registered by the entitled person; a dependent cannot own and register a duty free vehicle. If your vehicle is already registered in the UK you will still be required to register the vehicle within 28 days of its arrival with the Republic of Cyprus and pay a fee in accordance with its engine size. You will also be required to pay road tax to the Republic of Cyprus.

04.0305. Vehicle Purchase. Both types can be bought from an individual or through a car dealer. Cost of motor vehicles in Cyprus is high compared to the UK. An example being a 4 year old Ford Mondeo 1.8 may cost you around €5000 Duty Free and €7000 Duty Paid. The BFC Car Dealer Code of Conduct sponsored by SO1 Legal/Command Master Driver is listed beneath (sub paras 04.0305 a - i). Although the code encourages partnership and fair trading it is not a legally binding document, so remember *BUYER BEWARE*. Details of dealerships involved in the scheme can be obtained from the HIVE, which will assist Service personnel, Civil Servants (UKBC) and UK dependants on issues relating to car purchase in Cyprus.

- a. New vehicles will not be older than six months from the date of manufacture, unless otherwise stated on the Order Form. They will be supplied to the manufacturer's specifications as ordered.
- b. Second hand vehicles will be provided with a valid road worthiness certificate (an MOT) start date valid from the time of delivery/collection.
- c. All vehicles supplied will be fit for purpose having due regard for price and age. Vehicles will be supplied with no obvious faults unless agreed in writing by the purchaser.
- d. Agreements, offers and undertakings, whether made by the Dealer or his representatives, will be confirmed in writing and honoured by the company. Such terms include, for example, warranty, guaranteed buyback and delivery dates.
- e. The purchaser may cancel an order if delivery is more than two months after the agreed date of delivery written on the contract, and any deposit will be returned in full.
- f. Prior to the release of any vehicle the Dealer, or his representatives, will ensure that road tax and insurance have been arranged and are valid.
- g. Registration documents will be provided to the purchaser upon delivery/collection of the vehicle.
- h. When requested at the time the order is placed, a Certificate of Conformity, valid for import to the UK/EU, will be provided within 28 days of purchase.
- i. The provision of a "gizzit" car is without obligation to purchase and any incidental costs will be clearly explained to the potential purchaser at the time. The "gizzit" is to be fully roadworthy, tax paid and insured in accordance with extant legislation.

04.0306. Gizzits. This is purely a Cypriot phenomenon, designed in essence to give the newcomer transportation on arrival; usually this is arranged by the person you are replacing, your Line Manager or you may happen to find a 'gizzit' waiting for you when you arrive; local car dealers make this gesture to entice you into purchasing a vehicle from them. When or if you receive a Gizzit you will have to make sure you are covered by insurance before driving it. This can be done (normally through the dealer, they will require a copy of your driving license). You need to ensure, prior to taking the Gizzit, what your obligations are with regards to the vehicle, potential purchases and any associated costs – you can expect to pay up to

€10 a day for the use of a Gizzit. **DO NOT HOLD ON TO THIS CAR FOR A LONG TIME** and take photocopies of your driving license to give to the car salesman, this will save you having to hand over your licence.

04.0307. Unlisted car dealers. Purchasers may still choose to purchase cars from dealers who are not signatories to the Code of Conduct, however any prospective purchaser should be aware that the dealer is not a signatory and has not undertaken to comply with this code. In those circumstances the purchaser is advised to show the dealer a copy of the code and to obtain their written agreement to comply with its terms.

04.0308. The Car Dealer Buy Back Deal. This is a phenomenon of Cyprus which may be offered by car dealers to present a seemingly more attractive deal to the buyer, beware it is not a cast iron guarantee. At purchase you may be offered a percentage (eg: 50 of the initial price paid) or cash (eg: 2500 euro) incentive upon completion of your tour in Cyprus if you return a vehicle to the dealer from whence it came. The following should be considered when taking into account any buy back offer: The initial asking price may be inflated to provide the dealer with some protection against future market conditions. Ensure any proposed offers are clearly written in your contract and temper any offer with reality (is it likely I will return the car in exactly the same condition?). Manage your expectations when returning your car upon completion of tour and do not be fooled into thinking you are leasing/hiring the car - you are buying it. Finally always consider private sale at cessation of tour before returning to the dealer as this is likely to generate a higher price. If you do elect to sell back to the dealer do not leave it until two weeks before posting to try and sort out your deal but approach your dealer and advertise for private sales at least three months before posting.

04.0309. A Word of Caution. The Car Dealer Code of Conduct cannot protect purchasers from poor judgment and bad purchase decisions. There are sufficient car dealerships across Cyprus to ensure a competitive market, which should avoid you being exploited. Purchasers are strongly advised to seek local recommendations (word of mouth), shop around and thoroughly check their proposed car, including a test drive, prior to signing a contract or parting with cash. Obvious safety defects such as balding tyres, frayed seatbelts, defective brakes/steering/suspension etc are normally fairly easy to identify. Any car dealer that presents a sale in such condition does not deserve your custom. There are many guides produced these days to assist buyers in buying cars some examples of these can be found at the following web links:

<http://www.theaa.com/cbg/home.jsp>

<http://www.topgear.com/content/buyersguides/02/1.html> <http://www.rac.co.uk/news-advice/car-knowledge/what-to-do-if/post/2009/10/im-buying-a-used-car-what-now/>

04.0310. Shipping. Should you wish to bring your vehicle to Cyprus, there are several options available to you:

Indulgence through RAF Brize Norton/Akrotiri (Very Limited)

A very limited service may be available to fly your vehicle from RAF Brize Norton (Import) or RAF Akrotiri (Export). Vehicles are wait listed and if space becomes available they may be loaded to fly to Cyprus or the UK. For information on the Indulgence service please contact Air Freight at DSCOM on military 9679 81112 fax 9352 38943 for flights from RAF Brize Norton. Contact Joint Movements Squadron at RAF Akrotiri on 94120 6500 or see the Akrotiri Indulgence Guide available on request from the HIVE.

Drive your vehicle to Cyprus

This is like a combination fly, drive & ferry excursion. Several people have provided their stories on how they have driven to and from Cyprus. For a copy of this information please contact the HIVE.

Indulgence through Marchwood Military Port (Limited)

A very good guide has been produced by DTMA that will guide you through this process; contact the HIVE for this information. Otherwise contact Service Freight Centre, DSCOM, Abbey Wood Mil: 9679 81138 or Civ: 030 679 81129.

Ship the vehicle via a civilian company

To ship via a civilian company you will need to contact the shipping agent in your country of departure. You may be responsible for getting your car from home to the loading dock. The agent should arrange the transportation of your vehicle and clearance from the UK or other port locations. This process can take anywhere between 12 days to 1 month. The approximate cost for a shipping service from Southampton to Limassol (the main port for vehicle imports) is GBP £500.00 to £600.00; however prices and level of service can vary. Always get confirmation of what is included in the price, also get quotes for marine and salvage insurance.

Once your vehicle has arrived into Limassol port or RAF Akrotiri you will need to have your vehicle logbook (V5C), a C104A form (which is the form to import a duty free vehicle – available from your Cyprus Unit Admin Office) as well as motor insurance for Cyprus (check to see if your current insurer covers you for the EU) and have paid release fees to drive your car out of the port.

Irrespective of the method of arrival in Cyprus, you MUST register the vehicle within 28 days.

CHAPTER 4

MISCELLANEOUS ALLOWANCES AND CHARGES

SECTION 4

MISCELLANEOUS ADMINISTRATION

04.0401. Leave. Whilst posted to Cyprus you will be entitled to 30 days of leave plus 8 additional days for public holidays. BFC tends to have a two week stand down period over Christmas and New Year. The remainder of leave is taken at the individual's convenience depending on Unit/work commitments and departmental cover.

04.0402. Uniform. Working dress regulation for Military personnel in Cyprus is CS95(D) for all three services throughout the year.

04.0403. Employment. Employment within BFC for spouses/civil partners is limited; however jobs do exist in several areas. These are broken down into the following:

04.0404. United Kingdom Dependent (UKD) Jobs. These jobs are predominantly for a spouse or civil partner of BFC Military personnel or Civil Servants; it is realistic to state that opportunities for UKD positions are limited. Most of the posts are of a clerical nature; however some opportunities exist for other grades such as Personal Assistants, Cleaners, School Learning Support Assistants and Nurses.

04.0405. Application for a UKD Job. In order to apply for a UKD position within BFC, when you arrive in Cyprus, you have to first register with Civilian Pay and Personnel (CPP) by completing the following forms:

- a. BFC Category B UKD Registration for Employment.
- b. Security Vetting Form.
- c. Health Declaration.

Copies of these forms can be found at the following link:

<http://www.mod.uk/DefenceInternet/DefenceFor/ServiceCommunity/OverseasPosting/Cyprus/CyprusGuide/JobApplicationAndRelatedForms.htm>

Once completed, the forms should be returned to the CPP office together with any original educational certificates and your passport containing your dependency status stamp. Due to the CPP having to check your dependant status you will be unable to register until you arrive on island.

Jobs are advertised via the local HIVE or on Cyprus Net.

Candidates will be required to provide CPP with original educational certificates (photocopies will not be accepted) or a letter from the awarding authority confirming the possession of the certificates. CPP will be able to advise you on other educational certificates which hold equivalent grading to GCSE's. Hand carry your original education and course certificates, with you on the plane, if you want to register for a UKD job on arrival in Cyprus.

Further information is available on HIVE information sheet - Employment

04.0406. Local Employment. Positions outside of UKD jobs but inside the SBA/Camp are available but limited, these are mainly in the service industry sector, covering shop assistances, domestic assistants, catering, etc.

04.0407. Self Employed. It is possible to consider working for yourself whilst you are posted to Cyprus. UKD's can apply for a business license to work within the SBA's but such applications are only approved if it is deemed there is a military requirement within the SBAs for the proposed business activity. Business License applications can be obtained from the Area Office. One business activity that remains popular is Registered Childminders. If you are a registered childminder (stay registered) or you are thinking of becoming one, contact the SSAFA FH Childminder coordinator at your new location.

04.0408. Job Seekers Allowance. Under UK rules JSA is not normally payable to people who move abroad. However, there are special arrangements which enable contribution-based JSA to be transferred abroad for payment in countries where EC regulations apply. The maximum period of entitlement to UK contribution-based JSA in another country is three calendar months from the date of departure. You must be in receipt of contribution-based JSA on the date of departure so start the claiming process in the UK. Visit your local Jobcentre Plus, inform them of your employment end date and tell them that you wish to claim. Ask for an interview to complete your claim paperwork. You should allow at least two weeks for this prior to departure. More details can be found at the following link:

http://www.aff.org.uk/linkedfiles/aff/employment_advice/afffeas_tipsonclaimingjsa.pdf

Or the MOD provides information on claiming JSA overseas:

<http://www.mod.uk/DefenceInternet/DefenceFor/ServiceCommunity/Benefits/BenefitsPayableOverseas.htm>

Further information is covered in HIVE Information Sheet 6A – Employment

CHAPTER 4

MISCELLANEOUS ALLOWANCES AND CHARGES

SECTION 5

MEDICAL PROVISION

04.0501. General. Medical provision to entitled personnel² in BFC is provided by the BFC Medical Group, comprising the last remaining British Military Hospital and a number of military general practices. The Med Group aims to achieve standards of healthcare at least as high as an individual could expect in the UK from the NHS. In some areas the level of service provision exceeds that of the NHS. However, it has to be accepted that in other areas there are limitations as to what can be provided from in-house resources or from local Cypriot facilities. Thus an integral part of the overall healthcare provision in BFC is the need to return personnel from Cyprus to NHS care, either temporarily or sometimes on a permanent basis. There may also be circumstances where you or your family will need referral to a Cypriot hospital. You must register yourself and any family members with the Unit medical centre on arrival in BFC.

04.0502. The Princess Mary's Hospital (TPMH). TPMH is a tri-Service hospital within the bounds of RAF Akrotiri. It provides secondary healthcare to all Service personnel and UKBC's serving in Cyprus as well as their entitled dependants. The hospital has two wards: a general medical and surgical ward and a maternity ward. There are two operating theatres, an X-ray department and a pathology laboratory. TPMH provides out-patient clinics in the major specialties, and there are also clinics in the departments of Community Mental Health, Physiotherapy and Sexual Health. Understandably, as it serves a small population, TPMH cannot provide a full range of specialist care, but the great majority of hospital admissions are dealt with. However, while the breadth of services may be less than those of a UK NHS hospital, the care that is provided is of a demonstrably high standard.

04.0503. Maternity Care. Cyprus is a popular place to have a baby and the birthing experience in TPMH is invariably very positive, with one-to-one midwife care and ready access to a consultant obstetrician. The hospital policy is to manage low-risk pregnancies and occasionally a mother will have complications that mean a return to the UK to have the baby. Fortunately this does not happen very often. One-in-twenty of our pregnancies (usually because of prematurity) are referred during labour to the Cypriot hospital in Nicosia,

² **Entitled personnel:** A member of the Force, their spouse or civil partner and any child who is defined as a legitimate, or legitimated child or step-child, of either or both of the spouses/civil partners; a child statutorily adopted by either or both of the spouses/civil partners; a child of the family (a legal term meaning any other child who is being brought up in the household of the husband/wife/civil partners at their expense or was so being brought up immediately before the spouses/civil partners were estranged, separated by legal order, divorced or the civil partnership was dissolved or before the death of the husband, wife or civil partner). A child is deemed to be below the age of majority (18 years). If over that age, a son or daughter must be 24 years or under, unmarried or not in a civil partnership and in receipt of full-time education at a school, college or university (studying for a first degree only), or be out of full-time education for up to one year between secondary education and further education. NVQs are currently not recognised as full-time education and therefore adult children undertaking NVQs are not entitled to Military medical or dental provision. HQ BFC has staffed a case requesting an amendment to the currently policy to recognise NVQs as full-time education. The age limits do not apply to a son or daughter who is physically or mentally incapable of contributing to their own support.

as there is no Special Care Baby Unit in TPMH. For this and other reasons, BFC Med Group cannot support home births. In the UK, if a home birth becomes complicated, it is generally possible to call an ambulance and be in a hospital with an operating theatre and Special Care Baby Unit within minutes. That is not the case in Cyprus, so the risk of harm coming to mother and/or baby is considered unacceptable. However, the demand for home deliveries amongst the BFC population is almost non-existent, as mothers understand that this policy is about patient safety, not restriction of choice and most will agree that TPMH provides a more than acceptable birthing experience. There is the option of returning to the UK for any woman who insists that home birth is the only acceptable option, but there is no entitlement to return to the UK at public expense for this reason.

04.0504. Paediatrics. TPMH does not provide an inpatient paediatric service, although there is a visiting paediatrician who provides out-patient clinics at TPMH and Dhekelia. Children's nurses work in the community in support of the Medical Centres. Premature babies and very young children may be admitted to the Archbishop Makarios III Hospital in Nicosia, which is the Centre of Excellence for obstetric and paediatric care in Cyprus.

For admissions of older babies and children, TPMH uses the Ygia Polyclinic, a very capable private hospital in Limassol. Most of the staff speak good English and children are nursed in single rooms. Parents can stay with their child if they so wish.

04.0505. Cypriot Hospitals. There are some cases that cannot be dealt with at TPMH because they are admitted as an emergency at a distance from TPMH, or because they are very complex or require specialist capability such as neurosurgery or neonatal intensive care. A few of these cases are sent to the UK. Most are referred to public hospitals in the Republic of Cyprus, which are the most capable hospitals in Cyprus. This is particularly the case when there is an emergency and insufficient time to arrange aeromedical evacuation. Standards of healthcare in Cypriot hospitals are high but the hospital culture is very different to that in the UK. Particularly in the public hospitals, many staff speak little or no English, and there is no tradition of explaining treatment or obtaining informed consent. Visiting hours are usually very restricted, the food is different and there is a reluctance to allow family to remain with a patient, be it a child or an adult, when procedures are taking place. This means that admission to a Cypriot hospital can be a less pleasant experience but the important factor is that the healthcare outcomes are good. TPMH provides support from bi-lingual liaison officers (available around the clock) and BFC patients in Cypriot hospitals can expect to be visited every day by a member of the TPMH support team. This helps our Cypriot colleagues as well as our patients and once the patient is through the acute phase of treatment they will often come to TPMH to complete their recovery in a British environment.

04.0506. Primary Healthcare. There are military general practices at Akrotiri, Dhekelia and Episkopi. All three are accredited GP training practices which means that they have met the standards required for the training of junior doctors under UK regulations. There is a smaller practice at Ayios Nikolaos that works in partnership with the Dhekelia practice. The doctors are a mixture of uniformed and civilian GPs, supported by a full team of practice nurses, medics, health visitors, midwives and community children's nurses. Midwives, health visitors, children's nurses, school nurses and social workers are provided by SSAFA, working in close partnership with the Med Group.

04.0507. Treatment of Patients with Existing Medical Conditions on Posting to Cyprus. It is in the patients' interest to ensure that the appropriate facilities are available in Cyprus to

maintain continuity of treatment for their specific condition. If you, your partner or a dependant has an illness or condition that is being treated in the UK, it is very important that you/your partner or your dependant consults with your/their GP or Unit Medical Officer well in advance of arriving in Cyprus. If necessary, the GP or Unit Medical Officer can discuss individual cases with a single-Service advisor or directly with the Command Medical Advisor for the British Forces Cyprus.

04.0508. Treatment of Non Entitled Patients. An important point to remember about the Medical and Dental facilities is that there is no provision to provide free treatment for visitors of British Forces or MOD Civilian personnel serving in Cyprus. It is essential that all visitors, prior to their arrival, obtain adequate medical insurance cover. With effect from 01 Jan 06, EU travellers should also apply for a European Health Insurance Card (EHIC), which should provide access to certain services within the Cypriot Health care system. Details of which can be found at:

<http://www.nhs.uk/NHSEngland/Healthcareabroad/Pages/About.aspx>

04.0509. Dental Care. Dental treatment in Cyprus is provided by Defence Dental Services (DDS) and is free to all service personnel. UKBC's, dependants and entitled civilians will be required to pay charges at NHS rates. A copy of current charges, as directed by the Government and which may alter from time to time, is held at the Unit Dental Centres. Each unit has a Dental Centre and similar to the standard of medical provision, treatment for entitled personnel is the same as that provided by the NHS in the UK. Normal NHS exemptions rules apply, which currently include women who are expecting a baby and were pregnant when the dentist accepted them for treatment and women who have had a baby in the 12 months prior to treatment. Other than in emergencies, dental treatment will not normally commence in the 3 months prior to repatriation to the UK. Treatment generally takes much longer than 3 months to complete and it is clearly in the patient's interest to undertake all treatment at the same Dental Practise. You and where relevant, your family, must register with the Unit Dental Centre on arrival.

CHAPTER 5

EDUCATION AND TRAINING

SECTION 1

SCHOOL CHILDRENS EDUCATION

05.0101. Introduction. This section deals with education of school-aged children and explains childcare options that are available for pre-school aged children.

05.0102. Service Children’s Education (SCE) Schools. SCE is an Agency of the MoD and is dedicated to the education of the children of Her Majesty's Armed Forces, MoD Personnel and sponsored organisations stationed overseas. SCE operates 4 primary schools and 2 secondary schools in Cyprus. SCE seeks to provide a first class system of schools and educational support services and aims to provide an effective and efficient education service, from Foundation Stage 1 (nursery age) through to sixth form (3 – 18 years) and to enable children to benefit from their residence abroad. SCE schools follow the National Curriculum (England), administer national assessments and public examinations and are inspected by Her Majesty’s Inspectorate (HMI). Teachers in SCE schools must have recognised UK professional qualifications and the majority are recruited specially from the UK. The secondary schools offer a mix of academic and vocational qualifications in order to cater for students of all abilities. Examination and assessment results place SCE among the leading Local Authorities in the UK. Parents often say that the quality of schooling is one of the highlights of an accompanied tour in Cyprus. Each SCE school in Cyprus has its own website, details of which are given below. Please do not hesitate to contact the school directly should you require further information.

Akrotiri <u>Primary School</u> (WSBA) http://www.akrotirischool.org.uk/	00357 2527 6167/ mil 94120 6167
Episkopi <u>Primary School</u> (WSBA) http://www.episkopi.sceschools.com/	00357 2596 3425/ mil 94120 3425
St John’s <u>Secondary School</u> (WSBA) www.stjohn.sceschools.com	00357 2596 3888/ mil 34120 3888
Ayios Nikolaos <u>Primary School</u> (ESBA) www.aynikprimary.sceschools.com	00357 2395 7548/ mil 94120 7548
Dhekelia <u>Primary School</u> (ESBA) www.dhekelia.sceschools.com	00357 2474 4288/ mil 94120 4288
King Richard <u>Secondary School</u> (ESBA) www.kingrichardschool.eu	00357 2474 4776/ mil 94120 4776
Nicosia	<u>Primary School</u> *
	<u>Secondary School</u> *

* N.B. Secondary School aged children based in Nicosia with UNFICYP attend King Richard School in Dhekelia. Most primary school aged children based in Nicosia attend local international schools. For available options please contact UNFICYP directly.

05.0103. Examinations. You are advised to carefully consider whether or not to bring a child to Cyprus who has started a GCSE or A level exam course (or equivalent). The SCE secondary schools will help you plan carefully for your children who are currently studying for GCSE's or are due to begin studying for GCSE's during your tour so please contact the school for further advice and information. Whilst the SCE schools are the first choice for most parents, should you feel that it is not appropriate to bring your child to Cyprus then you can apply for Continuity of Education Allowance (formally known as boarding school allowance) to help cover the costs of leaving your child in a school in the UK. For further information contact CEAS (details below).

05.0104. Children with Learning Difficulties. If your child has a significant level of SEN which you would like to be addressed by the school or is on the SEN register at School Action, School Action Plus or has a Statement, you must get in touch with the Children's Education Advisory Service (CEAS) to register your child and ensure that their needs can be catered for in BFC. Support is available for children with learning difficulties and there are very few children whose needs cannot be catered for in Cyprus. By registering with CEAS you will ensure that the school is aware of your child's needs, which is imperative to ensure appropriate support is available when you arrive in Cyprus. CEAS can be contacted as follows:

Children's Education Advisory Service
Building 190, Trenchard Lines
Upavon, Pewsey
Wiltshire
SN9 6BE

Tel: 01980 618244

Mil: 94344 8244

E-mail: enquiries@ceas.detsa.co.uk

www: <http://www.mod.uk/DefenceInternet/DefenceFor/ServiceCommunity/Education/ChildrensEducationAdvisoryService.htm>

05.0105. Boarding School Visits. Children at boarding school are entitled to MOD funded School Children's Visits (SCV's) three times a year. This means you can guarantee seeing them during the Christmas, Easter and summer vacations. Children can travel as Unaccompanied Minors under the escort service. Your Unit Admin Office will process SCV's in accordance with current regulations. If you plan to have your eligible children visit you shortly after you arrive in Cyprus be sure to submit the necessary paperwork well beforehand. Your present unit can also arrange booking this travel, if time is very short. Motor Mileage Allowance claims associated with CEA visits may be claimed on JPA once the child has returned to school in the UK.

05.0106. Pre School Aged Children. To ensure that BFC adheres to UK Childcare Legislation (Early Years Foundation Stage (EYFS)) and OFSTED standards, an Early Years Coordinator is employed in the HQ to support and supervise day care provision for 0-3 years.

Each Station has a crèche but they are all self-funded and only open part-time (mornings only). Times vary from Station to Station so you should contact the crèche directly for specific timings and available space. There are 4 crèches and they are located at:

- a. Episkopi Early Years Crèche – Episkopi Station – Tel: 25 96 3905
- b. Little Teddies Crèche – Dhekelia Garrison – Tel: 24 74 4183
- c. Jumblies Crèche – Ayios Nikolaos – Tel: 23 96 2321
- d. First Steps Crèche – RAF Akrotiri – Tel: 25 27 6579

CHAPTER 5

EDUCATION AND TRAINING

SECTION 2

EDUCATION AND TRAINING

05.0201. Army and RAF Education Centres. There are 2 Army Education Centres (AEC) in BFC located at 55 AEC in Episkopi, and 54 AEC in Dhekelia, which provide mandated education for soldiers and officers as well as a range of services to the wider community including Personal and Community Development Learning (PCDL) classes for all BFC personnel and their families. The courses and activities, held in AECs cover vocational, languages, computing, recreational and Basic Skills. Learn Direct and the opportunity to undertake an NVQ is also available. All of these community services are also provided at the RAF Akrotiri Force Development and Learning Centre (FDLC).

05.0202. Resettlement. The Individual Education and Resettlement Officer (IERO) is based at 55 AEC but is responsible for island-wide resettlement advice and guidance. Whilst different levels of support are available, depending mainly on length of service, all Service Leavers can request a Resettlement Interview. The IERO can also advise on Open University courses, general education courses and wider aspects of resettlement.

05.0203. Libraries. Every Station has a library and in Episkopi, Dhekelia and Ay Nik these are sponsored by the Army Library & Information Service. The libraries stock a wide range of military books as well as fiction, non-fiction and reference materials. The Staff are also able to access other publications and if required journals for formal research or essay writing activities.

05.0204. The Open University. The Open University (OU) scheme is administered in BFC by RAF Akrotiri FDLC for service personnel, UKBCs and their dependants and enables them to undertake OU courses and exams.

05.0205. Youth Service. The BFC Youth Service contributes to the Welfare of service families by providing social & educational opportunities for young people aged 8 to 18 years. There is a Youth and Community Officer in the HQ and a Youth and Community Worker based in each Station (Akrotiri, Episkopi, Dhekelia, Ayios Nikolaos and Nicosia) each of whom can offer a wide variety of activities, projects and events that are designed specifically to meet the needs of young people in individual locations. All staff are professionally qualified and work directly with young people, children and the community as a whole.

05.0206. Vocational and Training Qualifications. Vocational and Training Qualifications (VTQ) is part of the HQ Joint Educational & Training Services with sites located across the Island based at Episkopi, Akrotiri and Dhekelia. VTQ Youth Training provides young people with the opportunity of undertaking a National Vocational Qualification (NVQ), by offering a work placement on a training programme, leading to NVQs in levels 2 & 3 in various awards. Adults may also undertake NVQs, whether they are in work or in volunteer positions, to

enhance their qualifications. This scheme is open to Service personnel, UKBCs and on a fill up basis to UKDs and LECs.

Current NVQ programmes on offer are:

- | | |
|--|------------------------------|
| - Children's Care Learning & Development | Levels 2 & 3 |
| - Administration | Levels 2 & 3 |
| - Performing Engineering Operations | Level 2 |
| - Food Preparation & Cooking | Level 2 |
| - Customer Service | Levels 2 & 3 |
| - Hairdressing | Levels 2 & 3 (YTS only) |
| - Management | Levels 2 & 3 (Adult only) |
| - Learning & Development | Levels 2, 3 & 4 (Adult only) |

As of April 2010 some of these NVQ are available as Apprenticeships for young people who have more than one year left on-island. Under current regulations, the parent of a dependant child who is above the age of majority (18 years) and undertaking NVQ training, in a workplace based environment, is not allowed to claim any of the 'entitled' allowances for that child. HQ BFC has raised the issue to the MOD and requested that workplace environment NVQs be recognised as full time education. At time of going to print, BFC was still waiting for a response to this request. Enquiries on any of the above information may be directed to the VTQ Administrator on Tel: 00357 25962804 (from outside Cyprus).

05.0207. Speech and Language Therapists. A speech and language department is located in the HQ at Episkopi although the service offered is generally setting-based and therefore island wide. The therapists provide assessment, diagnosis, general advice, support, training and programmes of care to maximise the communication potential of children and adults within BFC. The Speech and Language therapists work as part of a multi-agency team and liaise closely with parents/carers, other professionals and external agencies including; Crèche/school staff, Health Visitor/school nurse/social workers, Paediatrician/ENT consultants, Special Educational Needs Coordinators/Inclusion Support Development Teachers/Child Guidance Team.

The service can be accessed via an open referral system. Enquiries and requests for advice from parents, as well as professionals, is encouraged (Tel: 25963746).