



REPUBLIC OF SIERRA LEONE ARMED FORCES
ARMED FORCES WELFARE POLICY

BY Command of the
Defence Policy Committee

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MINISTRY OF DEFENCE
TOWER HILL
FREETOWN

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MARRIAGE ALLOWANCES

General.

1. All personnel are required to apply in writing to their Commanding Officer for permission to get married. If the application is approved in accordance with the criteria stated at Para 3, an entitlement may exist for assistance with the marriage arrangements.
2. The purpose of this instruction is to provide details of the assistance that may be provided to personnel on the occasion of their marriage.

Eligibility.

3. The criteria for the provision of assistances are as follows:
 - a. Personnel must not have been previously married. The assistance is a one off payment and is not payable to personnel on second or subsequent marriages.
 - b. Officers must have completed a minimum of 6 yrs service¹
 - c. Soldiers must have completed a minimum of 2 yrs service

Allowances.

4. Personnel who fulfil the eligibility criteria detailed above will be entitled to the following assistance:
 - a. Transport/Fuel. The sum of up to Le 150,000 is payable to offset the cost of transport to and from:
 - (1) The wedding reception
 - (2) The old place of residence to the MSQ²
 - b. Mess facilities. The respective messes/canteen may be used for the wedding reception. Request for the use of these facilities is to be made to the mess concerned and all associated labour and food costs are met by the individual.
 - c. RSLAF regimental Band. The Band may be hired subject to the payment of a fixed fee. The fee charged will be in accordance with the rates laid down by HQ JFC. Requests for the hiring of the band are to be made to J1 JFC and payment is required to be made to the bandmaster prior to authority being granted.
 - d. Married Quarters (MSQ). Personnel are eligible to apply for an MSQ and will be allocated in accordance with the Housing Policy.

Comment (SH1): This is a major change the old system where vehicles and fuel were provided. On consultation this revision will away the responsibility of TPT to provide to ensure that civilians are not transported in military vehicles. Advice was taken from J4 Log HQ

¹ This is the same criteria used for the allocation of MSQ.

² On completion of OP PEBU.

e. Special Leave. Two weeks special leave may be granted, which is to be taken immediately before or after the wedding or a combination of both.

Application.

5. All request for assistance are to be made on Annex A to Chapter 1 and approved by the Commanding Officer of the Individual concerned. Applications are then to be forwarded to J1 HQ JFC at least 3 months before the date of marriage. Failure to meet this deadline may result in assistance with any or all of the items at Para 4 being refused.

DEATH OF AN OFFICER/SOLDIER/FAMILY MEMBER

Serving Officers & Soldiers.

1. General. The registered dependant of a serving Officer/Soldier will be entitled to assistance with funeral arrangements, providing the criteria laid down below are met. On the death of an officer/soldier the following action is to be carried out:
 - a. Bn/Unit is to notify the occurrence as follows:
 - (i). Noticas Signal - Unit
 - (ii). Death Certificated - JMU
 - (iii). Part 2 Order – Unit
 - b. Copies of the occurrences are at Annexes B – D to this instruction.
2. Salary/Allowances. On receipt of the Noticas/Death certificate the officers/soldiers pay and allowances will cease. The dependant will be paid the soldiers salary and allowance up to the date of death or date of notification which ever is the later. There is no provision for the serviceman's salary to remain in issue beyond this period.
3. Housing. The dependants will be allowed to remain in the MSQ for 90 days in accordance with the AFHC policy Paragraph ****. An official notification to vacate will be issue on the soldiers death.
4. Entitlement. Dependants will be entitled to the following:
 - a. J1 JFC on receipt of the Death Certificate will request J8 JFC to release the sum of Le 100,000 to be paid to the dependant and JS(Mat) to provide 1 x 50Kg bag of rice.
 - b. The dependant can claim the cost of the casket up to Le 300,000, on production of receipts.
 - c. The dependant can claim the cost of the Funeral Home costs for up to 8 days, on production of receipts. (Christian)
 - d. The dependant can claim the cost of the Burial on production of receipts. (Imam)
 - e. The dependant can claim the cost of transport and fuel to convey the Mourners to the funeral costs not to exceed Le 100,000 on production of receipts.
 - f. The RSLAF will provide the transport for the body to the place of burial as follows:
 - (i) Western Area – JMU to provide 1 x ambulance.
 - (ii) Provinces – The arrangement in the provinces are a Bn responsibility.

5. Authority. The authority for the claiming of these allowances lies with HQ JFC and any questions regarding these allowances is to be passed to the SO2 Pers/Welfare HQ JFC.

Revised Nov 04

WELFARE PASSES

General.

1. All individuals are entitled to apply for a Pass on welfare Grounds. Each case will be judged on its merits in accordance with this instruction.

Aim.

2. The aim of this instruction is to ensure that there is a standard set of procedures for the issue of welfare passes and that there is parity across the RSLAF.

Issue of Passes.

3. Welfare passes may be issued in one of the following circumstances and for the maximum duration stated:

- | | | |
|----|--|-------------|
| a. | Death of a Family Member | Max 7 Days |
| b. | Serious Illness of a family member | Max 14 Days |
| c. | Payment of School Fees | 3 Days |
| d. | Collection of Advances of Pay or Loans | 3 Days |

4. Welfare passes will not be issued for soldiers to travel to Freetown to sort Pay and Posting problems. All pay related problems are to be addressed to the Shylock or unit Pay Clerk who will deal with the issue. In the case of postings all requests are to be submitted through the appropriate chain of command.

Procedure.

4. The procedures for the issue of Welfare Passes are as follows:

- a. Welfare Pass issued by the Bn/Unit in accordance with AFPC SOP **.
- b. Extensions of passes over the times specified above are to be authorised by HQ JFC SO2 pers/Welfare on an individual case basis. JFC will notify the unit of the outcome in all circumstances.

5. Personnel are to ensure that any extension of a pass is requested before the original pass expires. Failure to do so may result in the soldier being posted as AWOL.

Annual Leave welfare Allowances.

1. Personnel proceeding on leave may be granted a further 2 days leave at the COs discretion for travelling time to and from leave. This request will usually be as a result of the soldier who has to travel in excess of 24 hours to reach his nominated leave destination.

2. In addition the soldier may be entitled to claim the Travel costs for a return journey to and from the leave address on return to the unit. Claims are to be made on completion of the journey with a receipt for the costs. Paid from Unit Running Cost Accounts amount not to exceed Le 50,000

Hospital Treatment.

General.

Soldiers are entitled to transport when ordered by the medical Officer to report to 34 Military Hospital for treatment. Transport is not available for any other Medical Treatment.

Once the officer/soldier has been ordered to proceed on medical treatment by the Unit Medical Officer, he/she is to request transport from the unit/Bn they are serving with. Unit commanders are to:

- a. Provide military transport within 3 days.
- b. In cases where transport is not available the cost of travel is to paid from the Unit Running Cost account.

Once the Hospital treatment has been completed, JMU are to inform the Bn/Unit of the soldiers return to Duty date. Soldiers who fail to comply may be posted as AWOL.

Native Treatment can only be granted by the CO 34 Military Hospital and does not attract any welfare payments.