

## ANNEX L TO CHAPTER 81 CAREER MANAGEMENT NOTIFICATION PROFORMA

**OFFICIAL SENSITIVE PERSONAL**  
**(When Completed – Handling Instruction: Medical in Confidence)**

Unit CM with the assistance of the SP/Family must complete this form when informed by a SP that they have a dependant with additional needs, disability or SEND. Once completed and verified it should be sent to the appropriate APC CM for recording and considered for future assignments.

Service Parent Details			
Service Number:	Rank:	Surname:	Initials:
Regiment/Corps:	Unit:	Unit Address ( <i>including Postcode</i> ):	
APC Career Manager:	Unit Tel: Unit Fax:		
2 <sup>nd</sup> Parent / Carer Details			
Service Number: (if serving):	Rank: / Title	Surname:	Initials:
Regiment/Corps:	Unit:	Unit Address ( <i>including Postcode</i> ): (if different from above)	
APC Career Manager: (if serving)	Unit Tel: Unit Fax:		
1 <sup>st</sup> Dependant's Details			
First Name(s):	Surname:	Date of Birth:	Current Home Address ( <i>including Postcode</i> ):
Relationship:	Male/Female	Home Contact:	
Additional Needs or Disability: ( <i>Attach copies of any relevant medical, social, welfare services documents</i> )			
2 <sup>nd</sup> Dependant's Details			
First Name(s):	Surname:	Date of Birth:	Current Home Address ( <i>including Postcode</i> ):
Relationship:	Male/Female	Home Contact:	
Additional Needs or Disability: ( <i>Attach copies of any relevant medical, social, welfare services documents</i> )			
If your children have Special Educational Needs and Disabilities (SEND) then you are advised to contact CEAS for advice and guidance. Contact via telephone: 01980 618 244 (Military 94 344 8244) or email: <a href="mailto:DCYP-CEAS-Enquiries@mod.gov.uk">DCYP-CEAS-Enquiries@mod.gov.uk</a>			
If you have been warned of or are in receipt of an overseas assignment order you must contact Movement Support Services (MSS) to apply for a MSS Family Pack by completing an <a href="#">F/Mov 564e</a> Application for Family Travel. This form can be obtained via the <a href="#">Global Removals and Family Services</a> web page and must be completed in advance of all assignment travel overseas regardless of the method of travel.			

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**Authorisation / Consent**

*I agree that you may contact the appropriate education/health authorities and/or social/welfare departments to obtain information concerning my child dependant(s) or to assist in obtaining appropriate provision for their needs. Such information may be forwarded to other authorities in anticipation of a family move associated with an assignment from our current address. I further agree that information concerning my child dependants(s) may be communicated to my assignment authority / overseas command to facilitate appropriate assignments. I understand that my family must have an Assessment of Supportability conducted in accordance with [JSP 770<sup>2</sup>](#) before being assigned outside the UK.*

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

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

**Consent of Adult Dependant**

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

Name of Adult Dependant: \_\_\_\_\_

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

List attachments (if any or delete numbers)

- 1.
- 2.
- 3.

**Unit Confirmation to be signed by an Officer on behalf of the CO.**

To the best of my knowledge the facts and detail on this form are correct;

Print Name: \_\_\_\_\_ Rank/Appt: \_\_\_\_\_

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

FOR APC USE ONLY		
Date Received	Date Registered on SP JPA record.	Date SP / Unit informed of Receipt

**OFFICIAL-SENSITIVE PERSONAL**  
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<sup>2</sup> In accordance with Chapters 2A [JSP 770 Non-Operational and Operational Welfare Policy](#).