

SEPTEMBER 2007

DIN DIGEST

FOR THE ATTENTION OF ALL SERVICE AND
CIVILIAN PERSONNEL

NOTES TO READERS

1. This document summaries defence-wide internal instructions, notices and guidance published between **1 September 2007 and 30 September 2007.**
2. **If you fit the description of the audience of a Defence Council Instruction - you must read it.**

REF	Title (includes Hyperlink)	Audience	Contains	Sponsor Branch
CHANNEL 01 - PERSONNEL				
2007DIN01-043	PI 104/07: Civilian Casualty Information Service (Level 1)	All MOD civilian personnel recorded on HRMS and their line managers. Staff with an Occupational Welfare or Business Continuity role.	Contains details of the new Civilian Casualty Information Service (Level 1) – who can use it; and what information employees and line managers are required to put into HRMS	DGCP EF OHW
2007DIN01-044	PI 105/07: /2007 Pay Award – Staff Duty Officer Allowance (SDO(A)) uplift	Retired Officers/MSF staff currently in receipt of the SDO(A)	2007 Pay Award – Uplift to the Staff Duty Officer Allowance	DGCP-EF PMRR
2007DIN01-045	PI 106/07: Civilian Recruitment – Use of Independent Selectors	All Service and Civilian line managers of civilian staff	Reminds service and civilian line managers that Independent selectors must always be used when recruiting civilian staff.	DGCP EF Recruitment
2007DIN01-046	PI 107/07: Civil Service pension reform: newsletter 1	All civilian staff in MoD and its Agencies	Brief outline on the finalised proposals on pension scheme reform	DGCP-EF Pensions Policy Team
2007DIN01-047	Queen Victoria School	All Service Personnel	Notification of entry criteria for QVS.	HQ DETS(A)
2007DIN01-048	Winter Sports Travel	All Service Personnel	Promulgates maximum travel grants for Single Services and Combined Services Winter Sports Championships - Winter 2007/8	Combined Services Sports Board (CSSB)
2007DIN01-049	Medical Services Senior Upper Yardman Recording Authority (MS SUY RA)	All Units with RN Medical Staffs	Address for SUY applications to the MS Branch	Fleet Medical Division
2007DIN01-050	Rolls Royce Engineering Efficiency Trophy 2006-2007	All Fleet Air Arm Commanding Officers and Engineering Personnel	Details of the recipients of 2006-2007 Rolls Royce Engineering Efficiency Prize	FLEET CSAV
2007DIN01-051	PI 108/07: New Average Property Price List	Civilian staff posted on Permanent Transfer	The list of Average Property Prices compiled by the Valuation Office Agency for each Local Authority area	PPPA Relocations
2007DIN01-052	PI 109/07: Raleigh International Leadership Development Expedition	All MOD civilian personnel and their line managers	Raleigh International Leadership Development Expedition	PPPA Learning and Development
2007DIN01-053	Notice for all Service personnel with PAX Insurance.	Service personnel who are members of PAX Insurance	Notification of the intention of the PAX insurers, New Hampshire Insurance Company to transfer its UK general insurance business to Landmark Insurance Company Limited.	AD SP Pol Allowances 3
2007DIN01-054	Changes to the promotion requirement for Corporal rank in the RAF Police Trade	All RAF Police personnel and their chains of command	Changes to the content of the further training course required for promotion to corporal rank in the RAF Police trade and the consequences for personnel who may fail.	DD Manpower Strategy Air Command
2007DIN01-055	PI 110/07: Band D Assessment and Development Centre – Arrangements for MoD technician Apprentices	MoD technician Apprentices, ex Apprentices on LTTP to Band D, their Line Managers and PMAs	Guidance for MoD Technician Apprentices entry to Band D via Assessment & Development centre.	(DE&S HR TDAP)
2007DIN01-056	PI 111/07: Revised procedures for all civilians deploying to or visiting operational theatres.	All civilian personnel deploying to or visiting operational theatres and their sponsors.		DGCP Corporate Capability

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2007DIN01-057	PI 112/07: 2007 Band B2 Promotion Review – List of successful candidates	All civilian personnel	List of candidates successful at the 2007 Band B2 Promotion review and awarded a promotion passport	PPPA RD&P Promotion (B)
2007DIN01-058	Introduction of JPA Appraisal within the Naval Service	All Naval Service Personnel, and Army, RAF and Civilian personnel having line management responsibilities for Naval Service personnel	Policy and arrangements for the introduction of JPA Appraisal in the Naval Service	NAVSEC
2007DIN01-059	PI 113/07: Criminal Records Bureau (CRB) Checks	All Civilian Personnel and Service Line Managers	To advise staff whose normal duties involve working with children and vulnerable adults, categorised as 'Regulated Positions' of the changes to the current rules on CRB	DGCP EF Recruitment
2007DIN01-060	Service Personnel and Veterans Agency (SPVA) Closure of Worthy Down Office	All, in particular: All RN Personnel and Administrative staff. All ARMY Personnel and Administrative staff. All RAF Personnel and Administrative staff All Staff in the Centre TLB, including PPPA, DASA, DIA, Head Office Finance, Parliamentary staff and Private Offices. All MOD Civilians who have line management responsibility for Military personnel	Notification of the closure of the SPVA office in Bray House at Worthy Down, and of the movement of functions from that office.	SPVA
2007DIN01-061	New contracts for Stationery, Paper, Electronic Office Supplies and Magnetic Media	All Service and Civilian Personnel	Instructions for Authorised Demanders	Office Solutions Category Management Team
2007DIN01-062	PI 114/07: Missing Personnel files	All service and civilian personnel involved in records management	Request for Units to search for missing files	Land Forces Secretariat
2007DIN01-063	PI 115/07: Introduction of the System Environmental Functional Competences.	All MOD Civilian Personnel working in (or considering working in) MOD acquisition duties dealing with Systems Environmental aspects.	Introduction of the System Environmental Functional Competences	Acquisition Safety and Environmental Group (ASEG)
2007DIN01-064	PI 116/07: Introduction of Aerospace Engineering Functional Competences (AEFC)	All personnel involved in Aerospace Engineering and their line managers	Information on the new Aerospace Engineering Functional Competences	Aerospace Development Partner
2007DIN01-065	Introduction of the Aircraft Controller Golden Hello FRI	All RN non-commissioned personnel	This DIN announces the introduction of the Aircraft Controller Golden Hello FRI	FLEET-DNPERS NPT(X) REQMAV SO1
2007DIN01-066	Regulations For the Movement and Storage of Personal Effects	All Service personnel	Allowance for single Service personnel who are homeowners or householders to store their Personal Effects (PE) at public expense when assigned overseas.	SP Pol Allowances

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2007DIN01-067	Tri-Service Manpower Lexicon & Strength Categorisation.	All Service and civilian personnel involved in personnel management, planning or accounting.	The purpose of the tri-Service manpower lexicon & strength categorisation is to assist in the development of harmonised manpower planning and accounting across Defence. The lexicon gives common definitions for manpower terms and the strength categorisation enables a comparison to be made between manpower types employed across Defence	Project OILSTONE
2007DIN01-068	Anthrax Immunisation Policy	All Service personnel	This DIN sets out the new policy for anthrax immunisation in the Services. It supersedes SGPL 06/02 (Voluntary Immunisation Programme Against Anthrax), dated 13 June 2002.	Service Personnel Policy (SPPol)
2007DIN01-069	JSP 753 – Tri-Service Regulations for the Mobilisation of Reserves – Edition 2	All members of the voluntary and Regular Reserves and those with responsibility for their mobilisation	Tri-Service Regulations for the Mobilisation of Reserves Edition 2	DRFC
2007DIN01-070	Free 2kg Mail Service to Service In-Patients Admitted into the Royal Centre for Defence Medicine (RCDM), the Defence Medical Rehabilitation Centre (DMRC) and 5 Ministry of Defence Hospital Units (MDHUs) Located within UK NHS Hospitals	All Service and Civilian Personnel	Statement on authorised use of the Free 2kg Mail Service to Service In-Patients	Directorate Defence Postal and Courier Services
2007DIN01-071	Alpine Challenge 2008	All Service Personnel	Brief outline and application guidance for Alpine Challenge 2008	HQ.ATG(G) Paderborn Germany
CHANNEL 02 - SECURITY and INTELLIGENCE				
2007DIN02-236	PROTECT – Clarification of Encryption Requirements.	All MOD Personnel	Clarification on the Encryption Requirements for Electronic Transmission of Information Marked PROTECT	DDefSy
CHANNEL 03 - DEFENCE POLICY AND OPERATIONS				
CHANNEL 04 - DEFENCE EQUIPMENT and SUPPORT and the DEFENCE ESTATES				
2007DIN04-125	Complete Equipment Schedule (CES)	All Civilian/Service Personnel Holding CES Publications	Obsolete/Amended (AC) CES Publications	(DGS&E) (TIG)
2007DIN04-126	Management Accountability for ITAR Eqpt	All Service Personnel	Introduction to Management Control of ITAR Eqpt	CSE IPT
2007DIN04-127	JSP 800 Vol 5 Chapter 11 MT Documentation - Deferral of the introduction of JAMES FMT 1000 paperwork.	All service and civilian personnel involved in MOD Road Transport operations.	Direction regarding the deferral of introducing JAMES FMT 1000 paperwork into Ch 11 of JSP 800 Vol 5.	Defence Movements & Transport Policy Division and JAMES Project Team.

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2007DIN04-128	Sonar Register	All RN Service and Civilian Personnel connected with Sonar, Hull Outfits, Echo Sounders & Anti-Submarine Warfare (ASW) Equipment	Information and contact details relating to new and upgraded Sonar Systems, Hull Outfits, Echo Sounders & Anti-Submarine Warfare (ASW) trainers	UWS IPT
2007DIN04-129	Annual provision of additional medical modules for training & exercises	All Service Personnel	This DIN sets out the tri-Service procedure for ensuring that medical modules are ordered and delivered for exercises and training (including adventurous training (AT) & non-allocated exercises) following the Priming Equipment Package (PEP) methodology.	RNLO SO3 OPS Med & GS IPT
2007DIN04-130	Airworthiness Development and MSc opportunities at Cranfield University	All civilian personnel involved in Aerospace Engineering and their line managers	Details of Airworthiness Development Programme, MSc in Airworthiness and how to apply	Aerospace Development Partner, DE&S
2007DIN04-131	Enabling Contract for the Supply of Cloths	All service and civilian personnel	A Tri-service Enabling Contract has been awarded to:- Gleave, 995 Chester Road, Stretford, MANCHESTER, M32 0NB. Contract reference GAMA/008.	M & GS IPT
2007DIN04-132	Availability Contract for STANO Eqpt	All Service and Civilian Personnel	Replacement of Obsolete M983 with LUCIE NVG	CSE IPT
2007DIN04-133	Equipment Tables, Scales and Schedules	Equipment Table account holders	New, revised and cancelled Equipment Tables, Equipment Table Scales and Equipment Table Schedules.	SCS (PS) (Land)
2007DIN04-134	The requirement to use Design Repository Tech Docs On Line (DR TDOL) by sponsors of Army Equipment Support Publications (AESPs) and Electrical and Mechanical Engineering Regulations (EMERs).	Sponsors of Army Equipment Support Publications (AESPs) and Electrical and Mechanical Engineering Regulations (EMERs)	The requirement for sponsors of AESPs and EMERs to use DR TDOL for publications up to Restricted, for the management, viewing and print master of AESPs and EMERs, previously printed and distributed by the Defence Storage and Distribution Agency Llangennech (DSDA (L)).	DG Info
2007DIN04-135	Obsolete declaration of the Parachutist's High Altitude Oxygen System (PHAOS) by the Hercules IPT	Personnel involved with military high altitude parachuting	Obsolete declaration of PHAOS.	Hercules IPT
2007DIN04-136	Annual Census for MERLIN and MAESTRO	All Units holding equipments	This DIN informs units of the forthcoming annual census in January 2008 and notifies them of the relevant dates.	MAESTRO SMT, DE&S Andover
2007DIN04-137	Relocation of the Contractors on Deployed Operations (CONDO) Mounting Cell	MOD staff branches and Integrated Project Teams (IPTs) that sponsor contractors deployed in operational areas	Details the move of the CONDO Mounting Cell from PJHQ Northwood to Defence Equipment and Support (DE&S), Defence Supply Chain Operations and Movements (DSCOM) at Andover	SO1 Ops Sp, DLOC.
2007DIN04-138	COMPLETE EQUIPMENT SCHEDULE (CES)	All Civilian/Service Personnel Holding CES Publications	Obsolete/Amended (AC) CES Publications	DGS&E TIG

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2007DIN04-139	MOD Senior Information Risk Owner letter of delegation to Integrated Project Team Leaders.	All Integrated Project Team Leaders delivering capability	Announcing the issue of a letter of delegation from DG Info on his role as MOD Senior Information Risk Owner, to all Integrated Project Team Leaders responsible for delivering capability.	DG Info, Info Advisor
2007DIN04-140	TEM Controlled Test and Measurement Equipment	All three services	Check of Croc Clip (Black) NSN 5999-99-4819742 & Croc Clip (Red) NSN 5999-99-8760511. Part of Multimeter Set Fluke 87-5 Ex/MoD 6625-99-4643301	T & M
2007DIN04-141	Obsolescent ASIPT controlled compressed air equipment	All three services	Obsolescent declaration of trolley air compressor	ASIPT
CHANNEL 05 - DEFENCE MANAGEMENT, ORGANISATION and BUSINESS PRACTICE				
2007DIN05-037	Air Defence and Air Traffic Systems Integrated Project Team (ADATS IPT) formation	All Customers of ADGBS IPT and AOS IPT, DEC ISTAR, DEC CCII, DEC TA, HQ LAND, HQ AIR, HQ FLEET, PJHQ and other DE&S IPTs /departments.	Air Defence and Air Traffic Systems Integrated Project Team (ADATS IPT) business created from merged ADGBS and AOS IPTs	Air Defence and Air Traffic Systems IPT
2007DIN05-038 cancelled	Departmental Engagement With Industry	All service and civilian personnel	Guidance to all staff on their obligations and conduct when engaging with industry.	DefAcq
CHANNEL 06 - SAFETY, HEALTH, ENVIRONMENT, FIRE				
2007DIN06-127	2007 Version of JSP 375 Vol 3, MOD Safety Rules and Procedures. Release of new 'Introduction' and 'Common Requirements' Chapters ahead of full release.	Anyone who may conduct, oversee or be responsible for any significant risk activity on the defence estate, including IPT Leaders, '4C' Duty Holders, Maintenance Management Organizations, Authorizing Engineers, Authorized Persons, and Property Managers	Announcement of New Version of JSP 375, Vol 3, Safety Rules and Procedures and Release of new 'Introduction' and 'Common Requirements' Chapters ahead of the full release of 2007 Version	Directorate of Safety and Claims
2007DIN06-128	MOD Fire Safety Posters	All Service and civilian personnel with responsibilities for managing buildings	The purpose of this DIN is to outline changes to the way Fire Safety Posters are obtained. These changes have had to be made as a result of budgetary changes made in the formation of DFRMO.	DFRMO FS Pol 1
2007DIN06-129	Insurance arrangements for MOD Vehicles – a Back-pocket Guide	Drivers and passengers of MOD vehicles	Simplified advice about the insurance arrangements for drivers and passengers of MOD vehicles	DS&C (Claims)
2007DIN06-130	New Defence Land Range Safety Publications	All Service and Civilian personnel involved in the control, management and operation of land ranges	Announcement of issue of four new Range Safety Policy Letters	DOSG

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CHANNEL 07 - TRAINING and EDUCATION				
2007DIN07-048	The Britannia Association Naval History Prize 2007	Full-time Commissioned Officers in the naval service who passed out from Britannia Royal Naval College after August 2004	Notice of eligibility of RN personnel to enter the Britannia Association Naval History Prize	
2007DIN07-049	The Aircrew Instructors Course	Aircrew (except QFIs, QHIs, QHCIs) who are selected for airborne-related instructional duties.	Eligibility, syllabus and administrative details for applicants	OC Rear Crew Examiners, HQ CFS
2007DIN07-050 Cancelled	Air Warfare Centre Cranwell Courses – 2008/2009	All Service personnel and appropriate Civil Servants	Eligibility, syllabus and administrative details for applicants for Air Warfare training at Air Warfare Centre Cranwell.	AWC Cranwell
2007DIN07-051	Changes to the delivery of General Service (GS) vehicle driver training for Defence	Front Line Commands and Formation Headquarters Defence School of Transport (DST) All A&SD Training Branches All Master Drivers All current Service GS Driver Instructors and DDIs All Units with GS Vehicles	Changes to the delivery of General Service (GS) vehicle driver training for Defence.	HQ DRLC
2007DIN07-052	Joint Services Warrant Officers' Course – Academic Year 07/08 (Amended)	All Service WOs and SNCOs	Course programme for Academic Year 07/08	JSCSC
2007DIN07-053	Attendance arrangements for Service and Civilian Personnel wishing to attend the Ashridge Leadership and Management Development Programme (LMDP)	Service Personnel at OF 4 and OF 5 levels, Civilian Staff at Band B and above	Clarification of attendance arrangements for Service Personnel and Civilian Staff on Ashridge LMDP.	dblearning Corporate Services
2007DIN07-054	Calling Notification for Dental Hygienist Training	Any Branch/Trade from all three Services with a 3 year Return of Service after June 2009	The academic requirements and application process for personnel wishing to undertake Dental Hygienist Training	Defence Dental Services
2007DIN07-055	Instructions for the All Arms Commando Course	Service personnel from all three services	This DIN gives details of the All Arms Commando Course (AACC) for TY 07/08 and TY 08/09. The AACC is now 7 weeks in duration, with a 2 week pre Cse, both held at the Commando Training Centre Royal Marines (CTCRM). Success on the course entitles the student to wear the Commando Green Beret and flashes, and to serve within 3 Cdo Bde RM and other RM units. The AACC is conducted primarily to train personnel who will serve either with or in support of 3 Cdo Bde RM	Commando Training Wing, CTRM
2007DIN07-056	All Arms Explosive Safety Officers (ESO) Course	All Regular Service personnel	The ESO course replaces both the All Arms Battle Noise Safety Supervisor (BSS) course and the All Arms Demolitions Safety Officers (DSO) course	EinC(A) delegated to Comdt RSME and Comd Cbt Engr Sch

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2007DIN07-057	Matches 116 and 118 Small-bore Target Rifle Competitions 2007/2008	All Regular and Territorial Army Units	Match Conditions and Entry Forms for Matches 116 and 118	HQ Infantry
2007DIN07-058	Accreditation of the Defence Train The Trainer Course	All service and civilian personnel	Sets out regulations and procedures for the accreditation opportunities lined to the Defence Train The Trainer Course	DGT&E
2007DIN07-059	City and Guilds Senior Awards – Naval Service.	RN/RM Officers, Warrant Officers, Senior Rates, Senior Non Commissioned Officers and RFA personnel	Guidance for naval service personnel applying for Senior Awards from the City & Guilds.	DACOS(T&E)
2007DIN07-060	Wiltshire and Somerset Colleges Partnership Edexcel BTEC Level 5 Diploma in Professional Management Studies	RN/RM personnel	Details of opportunities for naval service personnel to gain Accreditation of Prior Learning (APL) to Edexcel BTEC Level 5 Diploma in Professional Management Studies	FLEET-FOST EL3
2007DIN07-061	Joint Battlespace Management Course	Service officers and NCOs employed in joint and component headquarters	PJHQ is sponsoring a Joint Battlespace Management Course (JBMC) which will be delivered with the support of single-Service training providers and hosted by the Royal School of Artillery at Larkhill. This DIN outlines the aim and content of the course and procedure for applications for attendance.	PJHQ J7 Division - JWD&TC
CHANNEL 08 - FINANCE, ACCOUNTING and BUDGETING				
2007DIN08-018	FI 28/07: Use of the PtP Miscellaneous Invoices Extract	All MOD staff responsible for Certifying and Authorising Miscellaneous Bills (BX164)	Reminder for Certifying Officers of their responsibility for conducting regular checks of the Miscellaneous Bills reports	DGFM FMSSC Invoicing & Revenue
CHANNEL 09 - HONOURS, AWARDS, ROYAL and CEREMONIAL EVENTS				
2007DIN09-029	Appointment of Colonel-in-Chief for Corps of Army Music	All Army Units	Announcement of appointment of HRH Countess of Wessex as Colonel-in-Chief Corps of Army Music	MoD PS12(A)
CHANNEL 10 - SPORTS and SOCIAL EVENTS				
2007DIN10-017	Royal Marines School of Music spring concert season 2008	All Service and Civilian personnel	Information on the Royal Marines School of Music spring concert season 2008	Royal Marines School of Music (RMSoM)