

DECEMBER 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 December 2007 and 31 December 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 |
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| CHANNEL 01 - PERSONNEL | | | | |
| 2007DIN01-115 | PI 131/07: MoD Lesbian, Gay, Bisexual and Transgender Forum Meeting 24th & 25th January 2008 | All Service and Civilian Personnel | Details and arrangements for the MoD LGBT forum to be held in Rheindahlen on 24 th & 25 th January 2008 | DGCP EF Diversity |
| 2007DIN01-116 | Get You Home (Overseas) (GYH(O)) | All Service personnel | Change of policy within Service regulations covering the use of GYH(O) for non-British passport holders | SP Pol Allowances 3 |
| 2007DIN01-117 | Specialist Pay (Submarine) – Exceptional Payment to Non-Submariners | All Service personnel | Pay Policy (Armed Forces) Specialist Pay (Submarine) | Cdr S E J David, Fleet-NPS SO1 PPA |
| 2007DIN01-118 | Criminal Records Bureau (CRB) Employment Checks | All Personnel, Unit CRB Officers | Criminal Records Bureau Checks Commencement of Priority 2 checks in Phase 1 and Phase 2 Training Establishments in England and Wales. Re-conducting checks for those working in Scotland. | SP Policy Service Conditions |
| 2007DIN01-119 | PI 132/07: The Government Communications Network – Recruitment Process and Eligibility for Posts. | All Civilian Personnel and their Service and Civilian Line Managers! | Changes to Recruitment Process for GCN posts | DGMC |
| 2007DIN01-120 | Issue of Book of Regulations (BRd) 2, The Queen's Regulations for the Royal Navy (QRRN) Change | All Naval Personnel | Promulgation of Change 20 and notification that with immediate effect, QRRN is only available electronically. | FLEET Deputy Command Secretary Law |
| 2007DIN01-121 | The High Readiness Cadre (HRC) for Operational Manpower Augmentation | All RN/RNR Service Personnel | To inform personnel of the RN commitment to short –notice, operational augmentation and the High Readiness Cadre process | FLEET DNPERS ACMP |
| 2007DIN01-122 | The Management of Post Operational Stress for Members of the Naval Service and Royal Fleet Auxiliary (RFA) | All members of the Naval Service and RFA and those Service and MOD Civilian Personnel with responsibility for Naval Service and RFA Personnel | Policy and new procedures for the management of post operational stress for members of the Naval Service and RFA | Fleet Capability - Logistic Operations - Personnel Operations Cell |
| 2007DIN01-123 | RAF Roman Catholic Retreats 2008 | All RAF Personnel and other interested Civilian Personnel | Details of the RAF Catholic Retreats 23-27 Jul 08 and 6-9 Oct 08 | Principal RC Chaplain RAF (PRCC(RAF)) |
| 2007DIN01-124 | 133/07: A description of Post Trauma Support and detail of when and how it can be provided | All civilian staff in MOD and its Agencies, and their Service Line Managers. | Contains details about the policy and procedures relating to the provision of Post Trauma Support – who can use it; and what information is available to employees and line managers. | PPPA OWS Helpline |
| 2007DIN01-125 | 134/07: Working Time Regulations: Opt out Agreement Data Base | Civilian personnel who signed opt outs prior 27 November 2006 | Staff who agree to work more than 48 hours a week must complete a PPA Form 071: Opt Out Agreement and send it to PPPA People Service Centre | DGCP-Employment Framework Diversity |
| 2007DIN01-126 | Service Electoral Registration – Creation of a Record on JPA | Unit Registration Officers, All Service Personnel | A new facility for Service personnel to record how they are registered to vote and when they registered is available on JPA from 30 Nov 07. | SP Policy Service Conditions |

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| 2007DIN01-127 | 50th International Military Pilgrimage to Lourdes | All Roman Catholic and other interested Service and Civilian Personnel | Details of the 50 th International Pilgrimage to Lourdes 22 – 26 May 2008 | PRCC (A) MOD Chaplains (Army) |
| 2007DIN01-128 | Long Service Advance of Pay (LSAP) | All Service personnel | Change of policy within Service regulations covering the effects of a change of mortgage provider on LSAP. | SP Pol Allowances 3 |
| 2007DIN01-129 | Regulations For the Refund of Legal Expenses (RLEs) | All Service personnel | Clarification within the Service regulations of the definition of a 'previous Residence at Work Address (RWA)' when claiming RLEs | SP Pol Allowances 3 |
| 2007DIN01-130 | Visits to military patients in Birmingham hospitals [for whom the Royal Centre for Defence Medicine is responsible] | Service and Civilian personnel with an interest in visiting military patients in Birmingham hospitals [for whom the Royal Centre for Defence Medicine is responsible] | Policy on the procedure to be followed for requests for visits to patients for whom the Royal Centre of Defence Medicine is responsible, including visits by politicians, senior officers and other VIPs and their partners | DMETA HQ |
| 2007DIN01-131 | HM Forces National Express Coach Discount Scheme Administrative Instructions | All Service Personnel and immediate Families, including: Regular Forces, Territorial Army, Royal Auxiliary Air Force, Royal Air Force Reserve, Royal Naval Reserve and Royal Marine Reserve, MOD Civilians and MOD Police | HM Forces National Express Coach Discount Scheme | PS10(A) |
| 2007DIN01-132 | Tri-Service Unaccompanied Baggage Service | All Service and Civilian Personnel | Explanation of the Tri-Service Unaccompanied Baggage Service | DE&S Defence Supply Chain Operations and Movements DSCOM |
| 2007DIN01-133 | Vehicle Movement Service | Entitled Service and Civilian Personnel | Explanation of the Vehicle Movement Service for Entitled Personnel | DE&S Defence Supply Chain Operations and Movements DSCOM |
| 2007DIN01-134 | Overseas Cash Option Scheme | All Service Personnel | Explanation of the Tri-Service Personal Effects Overseas Cash Option | DE&S Defence Supply Chain Operations and Movements DSCOM |
| 2007DIN01-135 | Service Complaints – Changes to RN publications | All RN/RM personnel (Regulars and Reserves) | The announcement of changes to RN publications on 1 Jan 08 under the new Service Complaints procedure | DNLS AFA IMPS SO2 Plans |
| 2007DIN01-136 | Late Entry (LE) Commissions in the Adjutant General's Corps (AGC) | All Military Units who employ Warrant Officers and Senior Non Commissioned Officers | Administrative Procedures for Applications for Late Entry (LE) Commissions in the Adjutant Generals' Corps | Late Entry Commissions |
| 2007DIN01-137 | Commissioning in the Army Air Corps | All Army Air Corps Personnel, All Army Warrant Officers | Guidelines for Personnel who wish to apply for a Commission in the Army Air Corps | HQ DAAvn |
| 2007DIN01-138 | PI 135/07: Operational Deployment Allowance | All Civilian Personnel | This DIN contains an update of the rates of civilian operational deployment allowances | PJHQ J8 HR S2O Team |

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| 2007DIN01-139 | PI 136/07: Civil Service pension reform: Introduction to Added Pension & Newsletter 2 | All civilian staff in MoD and its Agencies | Update to Cabinet Office Proposals on CS Pension Scheme reform | DGCP-EF Pensions Policy Team |
| 2007DIN01-140 | Royal Navy and Royal Marines Officers: 2008 Commission Transfer; Promotion; Sea and Air, and Military Command Selection Boards - Instructions to Reporting Officers and Report Administrators | RN and RM Officers, Reporting Officers and Administrators | Appraisal report, selection board and announcement dates, and detailed appraisal reporting instructions | NAVSEC |
| 2007DIN01-141 | PI 137/07: Changes To The National Health Service Pension Scheme | MOD civil servants who are members of the NHS Pension Scheme | Changes to the NHS Pension Scheme which will affect MOD civil servants who are members of the scheme | Keith Balsom, DGCP-EF Pensions 1 |
| 2007DIN01-142 | PI 138/07: Inviting applications for the Assessment Centre and gaining a Band D promotion passport | All Civilian staff in Band E, Skill Zones 1-4, Technician Apprentices, Ex-Apprentices on LTTP, Band D staff who are ring fenced and their Line Managers. | The DIN gives advise on dates for the 2008 Band D Assessment centre, and covers all areas of information regarding the Band D Assessment centre process | Band D Assessment Centre team |
| 2007DIN01-143 | Ship and Naval Air Squadron Command Qualification Examinations | Warfare Officers, RN | This DIN explains the process and requirement for ship command examinations. | FLEET HQ |
| 2007DIN01-144 | Air Force List | All RAF personnel and appropriate Civil Servants | Details of replacement procedures for hard copy Air Force List | ACOS Manning, HQ AIR |
| 2007DIN01-145 | All England Lawn Tennis Championship – Wimbledon 2008 | Royal Navy, Army and Royal Air Force Personnel | Procedures that Service personnel should follow to apply to be a Service Steward at the All England Lawn Tennis Championships – Wimbledon 2008 | CO JSAU(L) |
| 2007DIN01-146 | DNA Sampling Policy | All Service personnel | Arrangements under which all Service personnel will have the opportunity for a specimen of their DNA to be taken and stored for reference purposes. Specimens will be used only to assist identification in the event of a fatality when other methods are not possible | Service Personnel Policy (SPPol) |
| 2007DIN01-147 | Procedures for Defence Visitors to Australia | All Service & Civilian Personnel | Instructions for and Applications to visit Australia | British Defence Liaison Staff, Canberra |
| CHANNEL 02 - SECURITY and INTELLIGENCE | | | | |
| 2007DIN02-240 | Personnel Security: The responsibilities of Service Commanders and Civilian Line Managers | All Service Commanders and Civilian Line Managers | This DIN draws attention to the important responsibilities which all Service Commanders and Civilian Line Managers have for the personnel security of their staff. | Director of Defence Security |
| 2007DIN02-241 | Personnel Security (Army) - Unit Responsibilities and Aftercare | All Army personnel | This DIN details unit responsibilities for personnel security and aftercare procedures for Army personnel. | Personnel Security (Army) Secretariat |
| CHANNEL 03 - DEFENCE POLICY AND OPERATIONS | | | | |

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| CHANNEL 04 - DEFENCE EQUIPMENT and SUPPORT and the DEFENCE ESTATES | | | | |
| 2007DIN04-167 | Transfer of responsibility for the Combined Joint Operations (CJO) Equipment Tables (ETs) | CJO, LAND and PJOB J4 staff | Authorising the transfer of responsibility for CJO ETs from Directorate General Staff (DGS) to HQ LAND. | SO3 Materiel, DGS |
| 2007DIN04-168 | Declaration of Obsolete of the stopwatch | Tri Service | Informing the authority that the Stopwatch is Declared obsolete | Combat Support Equipment IPT (CSE IPT), Ground Manoeuvre (GM) |
| 2007DIN04-169 | Complete Equipment Schedule (CES) | All Civilian/Service Personnel Holding CES Publications | Obsolete/Amended (AC) CES Publications | (DGS&E) (TIG) |
| 2007DIN04-170 | Introduction of the new Operational Support Update Validation Report | All CVS, T42, T22, T23, LPH, LPD, SRMH & MCMV platforms. | The Operational Support Update – Platform Configuration Validation Report (OSU - PCVR) which supersedes the A6-G equipment fit validation process. | DE&S, CoM (Fleet), MSI, Platform Support Group |
| 2007DIN04-171 | Obsolete and Obsolescent TEM Controlled Test and Measurement Equipment | All three services | Obsolete and Obsolescent declaration of GPTME | T & M |
| 2007DIN04-172 | 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) |
| 2007DIN04-173 | Notification of the introduction into service of a replacement morphine auto-injector and replacement morphine auto-injector training device. | All Service and civilian personnel | Information related to the introduction into service of a replacement morphine auto-injector and replacement morphine auto-injector training device. | M&GS IPT |
| 2007DIN04-174 | MOD Inventory Pricing Policy | All MOD Inventory Managers | Policy for Management of Inventory Prices | D SCS Inventory Optimisation |
| 2007DIN04-175 | Defence Materiel Accounting Policy – Trivial Discrepancy Limits | All Service and Civilian Personnel Involved in Materiel Accounting | Revision of Existing Trivial Discrepancy Limits | D SCS Inventory Optimisation |
| 2007DIN04-176 | Notification of withdrawal of Management Radio Equipment (MRE) | RAF | Informing the CIS ENG community of the withdrawal of obsolete ASCOM 120 MRE | Airfield Defence and Air Traffic Services (ADATS) |
| 2007DIN04-177 | Change of Delivery/Collection service to/from Units within Regional Distribution Centre (RDC) Shorncliffe's dependency area. | All Service and Civilian Personnel | Revised Methods For The UK Delivery / Collection Of Packed Fuels Ex West Moors | DE&S Sec |
| 2007DIN04-178 | Change of Delivery/Collection service to/from Units within Regional Distribution Centre (RDC) Catterick dependency area | All Service and Civilian Personnel | Confirmation of the methods of delivery/collection services-Catterick RDC dependent area only. | DE&S Sec |

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| CHANNEL 05 - DEFENCE MANAGEMENT, ORGANISATION and BUSINESS PRACTICE | | | | |
| 2007DIN05-049 | RN Motor Transport – The Way Forward | All RN Service and civilian personnel nominated or acting as Motor Transport Managers | Profiles the existing shortcomings of the RN Motor Transport (MT) management and driver systems and provides clear policy directives intended to ensure full compliance with civil and Defence transport regulations. It also provides guidance for MT managers and new contact details of FLEET HQ MT staff. | FLEET CAP LOG Tpt |
| 2007DIN05-050 | Relocation of the Naval Prosecuting Authority | All RN Commanding Officers, Logistics Officers, Staff Legal Advisers, Service Police and Coxswains | With effect from 14 January 2008 the Naval Prosecuting Authority (NPA) will operate from RAF UXBRIDGE. This DIN promulgates new contact details for the organisation and staff. | Naval Prosecuting Authority |
| 2007DIN05-051 | Transformation of PJHQ J7 Division | All Service Personnel | Restructuring of the J7 / Joint Warfare Development and Training Centre | J7, PJHQ Northwood |
| 2007DIN05-052 | Definition of a Gateway and additional categories to be used across MOD | System Owners and Administrators, Service Providers, Accreditors | Definition of a Gateway and additional categories to be used across MOD | DGInfo |
| CHANNEL 06 - SAFETY, HEALTH, ENVIRONMENT, FIRE | | | | |
| 2007DIN06-138 | Commanding Officers and Motor Transport Officers at MOD units, stations, garrisons and establishments | Commanding Officers and Motor Transport Officers at MOD units, stations, garrisons and establishments | All MOD units, stations, garrisons and establishments are eligible to submit an entry for the Defence Road Safety Award. The most effective contribution and commitment to improving Road Safety, results in the winners being presented with Silver Rose Bowl. | Defence Surface Transport Policy Branch |
| 2007DIN06-139 | Transport of Dangerous Goods – Transport Document | All service and civilian personnel involved in the carriage of dangerous goods | F/Mov 1042 Dangerous Goods Note to replace SITPRO DGN | Defence Movements & Transport Policy Division |
| 2007DIN06-140 | Publication of Amendment 1 to Joint Service Publication 319 (JSP 319 3rd Edition AL 1 Dec 07) – Joint Service Safety Regulations for the Storage and Handling of Liquefied Petroleum Gas (LPG) and Industrial Gases (IG) (3rd Edition). | All Service & Civilian Personnel | Announcement of Publication of Amendment 1 to JSP 319 3 rd Edition. | HQ Defence Fuels Group (DFG) |
| 2007DIN06-141 | Noise Training for Royal Air Force Personnel and Civilian Staff | All RAF Service and Civilian Personnel | The RAF Noise Policy and the process for accessing RAF Noise Risk Assessor and Noise Exposure Assessor training. | CESO(RAF) |
| CHANNEL 07 - TRAINING and EDUCATION | | | | |
| 2007DIN07-089 | EXERCISE MEDSAIL 2008 | All service personnel, regular and reservists. | Details and course dates of Expedition | JSASTC |
| 2007DIN07-090 | The UK Servicewomen's Guide to Health and Performance | All Female Service Personnel | Policy and procedures for the issue and ordering of the UK Servicewomen's Guide to Health and Performance booklet | Defence Food Services IPT |

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| 2007DIN07-091 | Exercise Enduring Help 08 | Tri Service - All Units | Regulations and Entry Forms Exercise Enduring Help 08 | Defence School of Transport Defence College of Logistics |
| 2007DIN07-092 | RAF Higher Education Policy | All Regular and Reserve RAF Personnel | Explanation of the processes and governance for the provision of higher education that is fully funded by the RAF | DACOS Training Plans |
| 2007DIN07-093 | Chief Naval Engineer Officer's Conference and RN Engineers' dinner 6-7 Mar 08 | All serving and retired RN and RNR Engineer Officers and serving Engineer Warrant Officers. Officers of Commonwealth and other navies who are currently in engineering appointments in the UK are eligible to attend | This DIN provides advance notice of the proposed programme and an application form for all serving RN engineer officers and Warrant officers wishing to attend either or both events | MWS Collingwood |
| 2007DIN07-094 | Training – Defence Police School Courses to be held 1 April 2008 to 31 March 2009 | All Service and civilian personnel | Programme of courses to be held at the Defence Police School during the period 1 Apr 08 to 31 Mar 09 | Training Support, HQ Defence College of Policing & Guarding |
| 2007DIN07-095 | Nijmegen Marches 2008 | RN, RM, Army, TA, RAF, RAuxAF, Cadet Organisations | Application Instructions for the NIJMEGEN Four Day International Marches 2008 | G7 Trg HQ UKSC(G) |
| 2007DIN07-096 | Literacy and Numeracy Testing and Education in the Royal Navy (LANTERN). | All Royal Navy/Royal Marines Personnel | Details of education requirement for personnel without Level 1 or 2 qualifications in numeracy and literacy. Details requirement for Qualified Educationally Leading Hand/ Corporal (QELH/Cpl), Petty Officer/Sergeant (PO/Sgt) and Branch Transfer and Specialist Qualification. | ACOS(Trg) |
| 2007DIN07-097 | Training by Manufacturer or Civilian Contractor – Submissions for Financial Year 09/10 | RAF Equipment and Training Sponsors | Requires sponsors to submit bids for courses by 31 Mar 08 | SO2 Courses & External Training, ACOS Manning |
| 2007DIN07-098 | Welbeck – the Defence Sixth Form College – September 2008 intake. | All MoD staff with relatives or acquaintances interested in a science and engineering sixth form education prior to University and a career in the Ministry of Defence Civil Service | Applications are invited for attendance at Welbeck the Defence Sixth Form College (DFSC). This DIN Contains further details. | Defence Engineering and Science Group. |
| 2007DIN07-099 | Defence Technical Undergraduate Scheme (DTUS) – Competition for 2008 intake. | All MOD staff with relatives or acquaintances interested in a undergraduate sponsorship in preparation for an engineering career as a civilian with the MOD | The MoD offers the opportunity for undergraduate engineering sponsorship at selected Universities; this DIN gives details. | The Defence Engineering and Science Group |
| 2007DIN07-100 | The Defence Engineering and Science Group Bursary Scheme | All permanent MOD staff interested in undergraduate sponsorship prior to a graduate level civilian engineering career in MOD | This DIN describes the availability of a bursary to support undergraduate engineering studies prior to a graduate level engineering career in the MoD. | The Defence Engineering and Science Group |

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| 2007DIN07-101 | HMS RALEIGH Naval Military Training (NMT) Joining Instructions | All Service Personnel | Joining Instructions for all NMT courses held at HMS RALEIGH | HMS RALEIGH-NMTWO |
| 2007DIN07-102 | Naval Training Command Establishments' Instructional Term Dates | All Military Personnel | Naval Training Command Instructional Term Dates | Naval Training Command HQ (Portsmouth) |
| 2007DIN07-103 | The Provision of Civilian Contractor Supplied Simulated Press (SIMPRESS) | Exercise Directors/Planners | Provides overview guidance on the scope of the civilian contract for the provision of simulated press (SIMPRESS) for exercises. Also covers the process for order/amendment of request and payment. | Defence Media Operations Centre |
| 2007DIN07-104 | Army Recruiting and Training Division (ARTD) Staff Leadership School (ASLS) Course Policy | Army Personnel | Direction on training of instructors and staff for ARTD training establishments | ARTD |
| 2007DIN07-105 | RLC Driver Class 3 to 2 Upgrade Record of Achievement (RofA) | HQ LAND Comd Log Sp Svcs All RLC Units All Army units that have RLC Dvr 110 on establishment All Div/BdeMaster Drivers | RLC Driver Class 3 to 2 Record of Achievement (RofA) | HQ DRLC |
| 2007DIN07-106 | Joint Operations Planning Course – Spring Term 2008/Spring Term 2009 | All appropriate Service and civilian personnel | Instructions outlining schedule, eligibility and application procedure for the Joint Operations Planning Course (JOPC) | J7, PJHQ Northwood |
| 2007DIN07-107 | Joint Service Adventurous Training (JSAT) Scheme Course Dates - 2007 to 2008 | All Service Personnel | Joint Service Adventurous Training Course dates for 2008 - 2009 | HQ Land Forces, Training Div |
| 2007DIN07-108 | DCTS Course Schedule April 2008 to September 2008 | All Service and Civilian personnel involved in training | Details of all courses taught at DCTS from April 2008 to September 2008 | Defence Centre of Training Support |
| 2007DIN07-109 | Defence Logistics Training and Education Policy | All logistic practitioners employed within the Regular Forces, the Reserves and MOD Civilians who are engaged in logistics activity as defined by the Logistics Process Owner. This involves individuals and teams from industry through Defence Equipment and Support, Front Line Commands, and the Permanent Joint Headquarters and into the operational area. | This DIN contains the Policy guidance and the high-level direction and governance structure for the provision of trained logisticians to ensure that Defence Logistics most effectively supports operations. | ACDS (Log Ops), D Def Log Pol |
| CHANNEL 08 - FINANCE, ACCOUNTING and BUDGETING | | | | |
| 2007DIN08-021 | FI 31/07: Departmental VAT accounting procedures for goods imported into the UK. | All staff involved in the importation of goods into the UK. | Correct procedures for accounting for UK VAT on the importation of goods. | CFMC ATP VAT |

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| CHANNEL 09 - HONOURS, AWARDS, ROYAL and CEREMONIAL EVENTS | | | | |
| CHANNEL 10 - SPORTS and SOCIAL EVENTS | | | | |
| 2007DIN10-028 | Army Sports Lottery | All Army personnel | Revised rules for Army Sports Lottery giving details of how to join, weekly prize draw and prizes and how to apply for various grants. | Army Sports Control Board |
| 2007DIN10-029 | Army Golf Association Major Golf Events 2008 | All Army personnel | This DIN covers the main Army level golf events organised by the Army Golf Association in 2008 | Army Sport Control Board/Army Golf Association |
| 2007DIN10-030 | Adventure Training Group (Germany) – Course Details and Course Dates 2008/2009 | All Service Personnel | Joint Service Adventurous Training Course dates for 2008 - 2009 | HQ Land Forces, Training Div |