

OCTOBER 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 October 2007 and 31 October 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
Cancelled DIN				
2007DIN01-118 cancelled	Resettlement Commutation in AFPS 75	All members of AFPS 75	Information regarding the changes in Resettlement Commutation to comply with the Finance Act 2004	Service Personnel Policy Pensions
2007DIN07-060 cancelled	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
CHANNEL 01 - PERSONNEL				
2007DIN01-072	Introduction of a new Trade Title in Trade Group (TG) 15 – Replacement of Operating Theatre Technician (and Student) (OT Tech) with Operating Department Practitioner (and Student) (ODP) trade.	All RAF personnel	Replacement of Operating Theatre Technician (and Student) trade with the Operating Department Practitioner (and Student) trade	DD Manpower Strategy Air Command
2007DIN01-073	PI 117/07: Senior Officers' Course 112 – NATO Defence College, Rome	All MOD civilian personnel and line managers	Senior Officers' Course 112 – NATO Defence College, Rome	PPPA Learning and Development Team
2007DIN01-074	PI 118/07: Pensions, Added Years and Secondment	All civilian staff, HR Branches in MoD and its Agencies	Pensions and Added Years contracts for staff on return from Secondment to NETMA, & other NATO organisations.	DGCP-EF Pensions Policy Team
2007DIN01-075	Naval Terms of Service - Change to Standard Initial Training Period for Student Naval Nurses	All Naval personnel, particularly Naval Nurses, Reporting Officers, Administrators and Recruiters	This DIN announces a reduction in the Standard Initial Training Period for future Student Naval Nurses as well as for Nurses who will be undergoing training or will be within their Minimum Time to Serve period on 1 Nov 07.	Fleet Headquarters Terms of Service team
2007DIN01-076	Senior Upper Yardman Promotion to Lieutenant (E) (ME) and (E) (MESM) – Arrangements for the 2008 Final Selection Boards	All MESM / ME SUY Candidates and their line management	Instructions to line managers of MESUY candidates on the requirements for the 2008 Final Section Board	RNSME
2007DIN01-077	JSP 764 Armed Forces Pension Scheme - Amendment 1	All members of the Armed Forces	Publication of JSP 764 The Armed Forces Pension Scheme 2005 (AFPS 05) Amendment 1	Service Personnel Policy Pensions
2007DIN01-078	PI 119/07: NHS Analogue Staff – Assimilation to new conditioned hours with effect from 1 December 2007	NHS Analogue Staff (excluding Consultants and Hospital Doctors) and their Line Managers	NHS Analogue Staff – Assimilation to new conditioned hours with effect from 1 December 2007	DGCP EF PMRR
2007DIN01-079	P120/07: Raleigh International Leadership Development Expedition	All MOD civilian personnel and their line managers	Raleigh International Leadership Development Expedition	PPPA Learning and Development
2007DIN01-080	PI 121/07: Change to Statutory Holiday Entitlement	Civilian Personnel	Notice of the increase in statutory holiday entitlement from 1 October 2007.	DGCP-EF Diversity

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2007DIN01-081	PI 122/07: Permanent Transfer Allowances – New Interest Rate for Calculating Net Income Earned from Sale Proceeds	All Civilian staff posted on a permanent transfer moving home at Public Expense	New Interest Rate	PPPA Relocation
2007DIN01-082	PI 123/07: Annual Benefit Statements & the Suspension of State Pension Forecasting by DWP's Pensions Service.	All civilian staff who are members of the Principal Civil Service Pension Scheme (PCSPS), Principal Non-Industrial Superannuation Scheme (PNISS), Teachers Pension Scheme (TPS)/ Scottish Teachers Pension Scheme (STPS), National Health Service Pension Scheme (NHSPS).	Explanatory Office Notice to PCSPS, PNISS, TPS, STPS, NHS, members covering details of the suspension of state pension data for annual combined State Benefit and CS Pension statements.	DGCP Employment Framework Pensions Policy Team
2007DIN01-083	Introduction and Operation of the RAF Recruiting Bounty Scheme	All RAF Personnel	The RAF Recruiting Bounty Scheme will pay a bounty of £1300 (gross) to the first 200 qualified individuals who successfully introduce personnel, who later complete Phase 2 training, to the Service	AOC 22(Trg) GP, HQ Air Command
2007DIN01-084	PI 124/07: Mandatory Training - Policy Rules and Guidance	All Civilian employees and their Line Managers	Policy, rules and guidance for training that is mandated for civilian staff in the MOD	DGCP-CC ID
2007DIN01-085	Regulations For the Movement and Storage of Personal Effects	All Service personnel	This DIN advises all Service personnel of an amendment to JSP 752 Chapter 7 Section 2 which will allow, subject to entitlement, Service personnel who are required to serve on temporary assignment for a period up to 182 days (6 months) to move 0.30 CuM of their Personal Effects (PE) at public expense.	SP Pol Allowances 3
2007DIN01-086	Remembrance Day 2007 and The Royal British Legion Poppy Appeal	All	Information on Remembrance Day, guidance for collections and overseas orders for poppies and wreaths	DS Sec VPU
2007DIN01-087	Launch of an online version of the Service Leaver's Pack available on the MOD Website	<ul style="list-style-type: none"> • All RN, ARMY and RAF Unit HR/Admin staff • All Service Personnel on resettlement • All Service Personnel considering leaving HM Armed Forces • All Civilian Personnel with line management responsibility for members of HM Armed Forces 	Notification of the Launch of the Service Leaver's Pack pages on the MOD Website.	SO1 Personnel Processes, SPVA
2007DIN01-088	New contracts for Stationery, Paper, Electronic Office Supplies and Magnetic Media	All Service and Civilian Personnel	New contracts for Stationery, Paper, Electronic Office Supplies and Magnetic Media	Office Solutions Category Management Team
2007DIN01-089	CNLO Award for Outstanding Contribution to Joint Maritime Logistics Training.	All Tri-Service Units	Application procedure.	DMLS

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2007DIN01-090	Promotion – Royal Navy Air Engineer Senior Upper Yardman to Sub-Lieutenant E(AE) – Arrangements for 2008 Final Selection Board	RN personnel and all mod personnel with divisional responsibility for RN ratings	Detailed arrangements for the Royal Navy Air Engineer Arrangements for 2008 Final Selection Board for promotion to Sub Lieutenant E(AE)	FLEET NPS BS
2007DIN01-091	Promotion (Ratings to Commissioned Rank) - Selection for SUY promotion to Sub-Lieutenant E(AE) – 2007 Final Selection Board Results	RN personnel and all personnel with divisional responsibility for RN AE Senior Rates	Names of those considered and those selected for promotion, RN Officer (Engineer)(Air Engineer)	FLEET NPS BS
2007DIN01-092	Maritime and Coastguard Agency Accreditation	All RN personnel	Outline of MCA Accreditation.	HMS SULTAN Training Technology Group
2007DIN01-093	Maritime and Coastguard Agency Certification – Engine Room Watchkeeping Ratings' Certificate (ER WRC)	All RN personnel	Outline of requirements to achieve MCA Engine Room Watchkeeping Ratings' Certificate.	HMS SULTAN Training Technology Group
2007DIN01-094	RN Officers: Change to Promotion Eligibility Criteria	RN Officers, Reporting Officers and Administrators	Officers' promotion regulations – change to selection board eligibility criteria defined in BR8373	NAVSEC
2007DIN01-095	PI 125/07: Relocation Allowances – Additional Housing Costs Allowance (AHCA)	All Civilian staff posted on a permanent transfer who have an entitlement to AHCA	New revised Building Society Rate used to calculate Additional Housing Costs Allowance (AHCA).	PPPA Relocations
2007DIN01-096	PI 126/07: The Guide to Managing People	All managers of civilian staff	The guide begins with an overview of the management role and responsibilities. The next three sections deal with Recruiting people; Managing performance ; and Developing the team. Two further sections deal with your broader responsibilities as a manager of a team: The health and well-being of your team; and Values, standards and behaviour. There is a final section that discusses a number of other responsibilities which go with managing people	DGCP Strategy Projects AD
2007DIN01-097	Medical Employability of Permanently Unfit RN/RM Personnel	All Royal Naval Medical Service Personnel, Branch Managers, Career Managers and Divisional Personnel.	Details of action to be taken when RN and RM personnel are made Permanently Medically Unfit to carry out their specialist roles i.e. Divers, Aircrew and Submariners.	HMAD, INM ALVERSTOKE
CHANNEL 02 - SECURITY and INTELLIGENCE				
2007DIN02-237	Revised Personal Security Measures for the Republic of Ireland (ROI)	All Service personnel	Revised Personal Security Measures for leave and travel to, and within, the Republic of Ireland (ROI).	Directorate of Defence Security – Counter Terrorism (DDefSy CT)
2007DIN02-238	Use of Colour Coded Computer Media	All MOD Personnel	Use of Colour Coded Computer Storage Media on MOD CIS processing RESTRICTED and above.	DDefSy

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CHANNEL 03 - DEFENCE POLICY AND OPERATIONS				
CHANNEL 04 - DEFENCE EQUIPMENT and SUPPORT and the DEFENCE ESTATES				
2007DIN04-142	Closure of DSDA Stafford Depot	All three services	DSDA Stafford Depot Closure	DSDA
2007DIN04-143	Seven-day Delivery (7DD) – Increased Use of 3rd Party Logistics (3PL) Transport	All three services	DSDA Revised Distribution Network	DSDA
2007DIN04-144 No Paper Version	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
2007DIN04-145	Underwater Force Protection Capability – Guidance to Fleet Units	All RN Service Personnel	This DIN provides guidance to Fleet Units on the capability, management and support of UWFP Diving elements and equipment	Fleet HQ N7 SSM
2007DIN04-146	Damage Control Arrangements - Hand Saws for Cutting Shoring Timber	HM Surface Ships, Training Establishments - Havoc (DRIU 01), Hazard (DRIU 02)	Introduction into Naval Service of improved hand saws for cutting shoring timber	MESH IPT
2007DIN04-147	Formation and Relocation of Light Armoured Systems (LAS) IPT and Medium Armoured Systems (MAS) IPT	All customers and stakeholders of the LAS and MAS IPTs	Formation and Relocation of Light Armoured Systems (LAS) IPT and Medium Armoured Systems (MAS) IPT	LAS and MAS IPTs
2007DIN04-148	JSP 482 Ministry of Defence Explosives Regulations – Edition 3	Service and civilian personnel holding military explosives	Details of next update of JSP 482	DOSG and ESTC
2007DIN04-149	Obsolete ASIPT controlled compressed air equipment	All three services	Obsolete declaration of trolley air compressor	ASIPT
2007DIN04-150	Guidance of the disposal of surplus UK MoD Memorabilia	All Service & Civilian Personnel	Guidance on the disposal of UK MoD Surplus Memorabilia	Disposal Services Authority
CHANNEL 05 - DEFENCE MANAGEMENT, ORGANISATION and BUSINESS PRACTICE				
2007DIN05-039 (Replaces 2005DIN05-020)	Trident Management Structure	All Service and Civilian personnel involved in an operational or support role for the UK's nuclear deterrent.	Description of the management arrangements for the of the delivery of Nuclear Deterrent Military Capability	Naval Staff Directorate
2007DIN05-040	Responsibilities for the capture and management of language data on JPA.	Staff involved in recruiting, basic training, unit training and language training of armed forces personnel. Staff involved in the assignment of personnel and units to duties requiring a language capability.	Explains the system and defines the responsibilities for capturing and managing language data on JPA.	Defence Operational Languages Support Unit (DOLSU).
2007DIN05-041	Relocation of 152 (Ulster) Transport Regiment Royal Logistic Corps (Volunteers) to Palace Barracks, Holywood.	All Army Units	The Relocation of 152 (Ulster) Transport Regiment Royal Logistic Corps(V) from Belfast to a new location at Palace Barracks, Holywood, County Down.	152 (U) Tpt Regt RLC(V)

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2007DIN05-042	Non-DII System Records Management Appraisal and Implementation	Senior Information Officers and Information Management staff	The strategy, policy and process for assessing the requirement to manage records outside of the scope of the DII Electronic Records Management System.	DG Information – Corporate Memory Electronic Records Management Team
CHANNEL 06 - SAFETY, HEALTH, ENVIRONMENT, FIRE				
2007DIN06-131	Maintenance of 10Kg Carbon Dioxide (CO₂) Fire Extinguisher Lance End Assemblies	Unit Fire NCO's (or equivalent responsible person)	Maintenance and Refurbishment of 10 kg Carbon Dioxide (CO ₂) Fire Extinguisher Lance End Assemblies	Health, Safety & Environment Advisor Head Quarters Defence Fire Risk Management Organisation
2007DIN06-132	Unit Support Tanker Interceptor Work Around Solution	2ICs of all military Units in receipt of or due to receive Unit Support tankers	The guidance to units on reducing the risk of fuel spillage when parking Unit Support tankers.	Defence Fuels Group
2007DIN06-133	Ministry of Defence Diving Safety Policy	To all personnel involved in the contracting of, management and conduct of diving operations including the acquisition of equipment used throughout the Ministry of Defence.	Details the responsibilities of individuals involved with the safety and management of diving activity within the Ministry of Defence. This includes Military Diving, MOD Civil Service Diving and Adventurous Training Diving activities.	Ships Safety Board (SSB)
2007DIN06-134	2007 Version of JSP 375 Vol 3, MOD Safety Rules and Procedures. Release of new 'Mechanical', 'Petroleum', 'Confined Spaces' and 'Working at Height' 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 'Mechanical', 'Petroleum', 'Confined Spaces' and 'Working at Height' Chapters ahead of the full release of 2007 Version	Directorate of Safety and Claims
CHANNEL 07 - TRAINING and EDUCATION				
2007DIN07-062 no paper copy	Diploma in Acquisition 2007/2008 Intake	All Service and Civilian Personnel working within an acquisition role	This DIN provides background information and guidance on applying for a place on the Diploma in Acquisition Programme	DE&S, HR Services
2007DIN07-063	Exercise Programme Long Look 2008	All Regular Serving Army Personnel	Exchange Programme LONG LOOK (EXPLL) is an annual, short-term, individual, unaccompanied, reciprocal exchange programme between JOs and NCOs of the Australian Armed Forces (AS) and the New Zealand Armed Forces (NZ) and JOs and NCOs of the Armed Forces of the United Kingdom of Great Britain and Northern Ireland (UK).	IDT
2007DIN07-064	Army Nordic Ski Training Management Policy 2007/08	All Army personnel	Army policy, management conventions and administration requirements for the conduct of Biathlon and Cross-Country ski training and competition for 2007/8 season.	HQ LAND, Fd Army, SO1 Indiv Trg

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2007DIN07-065	RN/RFA and MOD Civilian Charge Book Officer (CBO) and Crypto Custodian (CYO) courses – dates for training year 2008/2009	All RN, RFA and Civilian CBO's and Crypto Custodians	Eligibility and list of course dates	MWS, HMS Collingwood
2007DIN07-066	Formation of the Royal Navy Fleet Air Arm Military Aviation Academy and the introduction of a foundation degree in Military Aviation Studies (RN)	All Service and Civilian personnel.	Training and education delivery (courses)	FLEET CSAV
2007DIN07-067	Mandatory Joint Mission Preparation	Personnel from all 3 Services deploying on operations under command of the Joint Commander (normally CJO). This can be either in formed HQs of any size or as Individual Augmentees, normally OF2 and above. The JMP team can also provide assistance to personnel that fall outside these categories on request.	Explanation of mandatory Joint Mission Preparation of Personnel from all 3 Services deploying on operations under command of the Joint Commander (normally CJO).	PJHQ-J7-JMP-B-SO1.
2007DIN07-068	German and Dutch Training Courses 2008/2009 – Salmond House Training Centre	All MOD, Service and Civilian Personnel	This instruction details language courses to be held at Salmond House Training Centre (SHTC), Rheindahlen Military Complex, British Forces Post Office 40 during, or starting in, 2008. Language Courses are open to appropriate armed forces and civil personnel. The application form for language courses held at SHTC, Rheindahlen is at Annex A. (Applicants for language courses must read the essential instructions, which are contained within Annex A to these instructions).	HQ UKSC(G), ETS(G) Branch
2007DIN07-069	Training at the Institute of Naval Medicine (INM)	All service and civilian personnel	Schedule of courses to be run at the Institute of Naval Medicine 2008/09 and an application form. This DIN supersedes 2006DIN06-170	Institute of Naval Medicine
2007DIN07-070	Education Courses at Base Learning Centres HMS NELSON, HMS DRAKE and HMS NEPTUNE (including HMS CALEDONIA)	All RN personnel	Training and education delivery (courses)	NETS
CHANNEL 08 - FINANCE, ACCOUNTING and BUDGETING				
2007DIN08-019	FI 29/07: Control over the operation of Bank Accounts	Control Account TLB Focal Points, Chief Accountants, SFOs	Recommendations of a DIA audit on the "Control over the Opening and Operation of Bank Accounts"	FMSSC ABS C&BS
CHANNEL 09 - HONOURS, AWARDS, ROYAL and CEREMONIAL EVENTS				
2007DIN09-030	Formation of The Mercian Regiment	All Tri-Service Units	Promulgation of the formation of The Mercian Regiment	MoD PS12(A)

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CHANNEL 10 - SPORTS and SOCIAL EVENTS				
2007DIN10-018	Royal Navy / Royal Marines Reserve Golf Championships 2008	All RN, RM Reserve Non Serving/ Serving Personnel	Details of Dates, Venue, Programme, Costs etc of Golf Championships	HMS FORWARD
2007DIN10-019	Army Squash Rackets Association Sponsored Championships 2007/08	All Army personnel	Administrative instructions and guidance for teams and individuals who wish to enter ASRA Championships.	ASRA/ASCB
2007DIN10-020	Ex FASTEST NEEDLE 07 – Services Orienteering Individual Short Course Championships	All Service Personnel.	General instruction and entry form for the Services Orienteering Individual Short Course Championships taking place at HMS SULTAN on Sat 03 Nov 07.	Army Orienteering Association
2007DIN10-021	Exercise Balaeric Watch 2008	All Service and civilian personnel and units.	Details of Ex Balaeric Watch 2008 a sailing expedition based in Majorca.	RLC Yacht Club
2007DIN10-022	Royal Air Force Sailing Association Regatta 2008	All Royal Air Force Personnel	The 2008 Royal Air Force Sailing Association Regatta will take place between 2 and 6 Jun 2008. The event is open to all Royal Air Force Service personnel; however, OICs Offshore Sailing are encouraged to enter a complete Station team.	Royal Air Force Sailing Association
2007DIN10-023	Royal Navy Individual Badminton Championships	All Royal Navy and Royal Marine Personnel	Sports competitions	DNPTS