

**NOVEMBER 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 November 2007 and 30 November 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				
2007DIN08-001	<a href="#">Exercise Cyber Guardian 1/07</a>	All Service and Army Personnel	Defence Computer Network Defence Alert Warning and Response exercise	DGSS
Re-issued DIN				
2007DIN02-172	<a href="#">Army European Winter Sport Activity (WSA) Instruction</a>	All Army Personnel	Instructions, with other general information, for organisers, units and individuals participating in WSA to obtain authorisation and clearances	ASCB
CHANNEL 01 - PERSONNEL				
2007DIN01-098	<a href="#">Continuation of the Royal Mail Funded Pre-Christmas Free 2kg Mail Service to Operation Telic, Operation Herrick and HM Ships Operating in Support</a>	All Service and MoD Personnel	Statement on Authorised Use of the Continuation of the Royal Mail Funded Free 2kg Mail Service to Operation Telic, Operation Herrick and HM Ships Operating in Support	Directorate Defence Postal and Courier Services
2007DIN01-099	<a href="#">Recruitment of Volunteers for Training as Army Welfare Workers</a>	Service Personnel	Recruitment of Volunteers for Training as Army Welfare Workers	HQ AWS, Pers Div, HQ Land Command
2007DIN01-100	<a href="#">PI 127/07: Working Time Regulations – Implementation of the Working Time Regulations in the Defence Medical Services</a>	Civilian Medical Practitioners, Civilian Consultants, Civilian Dental Practitioners, Civilian Nurses, their line managers and personnel management	Working Time Regulations – Implementation of the Working Time Regulations in the Defence Medical Services	DGCP-EF-PMRR
2007DIN01-101	<a href="#">PI 128/07: MOD Fire Service Officers I - III Pay Award</a>	MOD Fire Service Officers I – III and their line managers	Pay rates implemented wef 1 <sup>st</sup> July 2007	DGCP-EF-PMRR
2007DIN01-102	<a href="#">Redress of Individual Grievance: Service Complaints</a>	All Service personnel (Regulars and Reserves)	The announcement of the new redress of individual grievance system, available to current and former Service personnel. See 14 for Related Information.	DG SP PoI (SP PoI SC – Armed Forces Bill Team)
2007DIN01-103	<a href="#">RN, RM and QARNNS: Changes to the Promotions Process under the Joint Personnel Administration (JPA) System</a>	Units and Employers of RN, RM and QARNNS Officers, Ratings and Other Ranks	Changes to the promotions process post JPA implementation	NAVSEC
2007DIN01-104	<a href="#">Issue of BR 8374 Change 8</a>	All Naval personnel, particularly RN and RM Officers	This DIN announces the publication of BR 8374 Change 8, effective from 1 November 2007	FLEET-DNPERS Terms of Service
2007DIN01-105 Replaces 2006DIN02-167	<a href="#">Status of Sports in the Services</a>	All Service personnel	Eligibility to public funding for individual sports	Combined Services Sports Board (CSSB)
2007DIN01-106 Replaces 2006DIN02-187	<a href="#">Transfer Bonus (Soldiers)</a>	All Army Personnel	This DIN outlines the eligibility for soldiers to receive Transfer Bonuses when transferring into specific Pinch Point trades.	DM(A)
2007DIN01-107	<a href="#">RN and RM Officer Promotions to Captain/Colonel</a>	RN and RM Officers, and Reporting Officers	Introduction of pool process for promotions to RN Captain and RM Colonel from 1 Jan 08	NAVSEC

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2007DIN01-108	<a href="#">Streamlined route to professional registration with the Engineering Council United Kingdom (ECUK) via the Institute of Engineering and Technology (IET) for Royal Navy Weapon Engineers and Technicians</a>	All Royal Navy engineering personnel.	This DIN details the new streamlined process for Engineers in the Royal Navy to gain professional registration with the Engineering Council of the UK via the Institute of Engineering and Technology. It covers the rules and applications process for awards at Engineering Technician, Incorporated and Chartered Engineer level.	FLEET-DNPERS_ NPT(E) RMSO2WEGS
2007DIN01-109	<a href="#">The Shadwell Testimonial Prize</a>	All Service and Personnel	System for nomination for the Shadwell Testimonial Prize 2007 for Surveys or other information beneficial to Admiralty products, not conducted by professional Hydrographic specialists.	Royal Navy Staff Officer United Kingdom Hydrographic Office
2007DIN01-110	<a href="#">Naval Terms of Service - Changes to Ratings Promotion Selection Eligibility Criteria</a>	All Naval personnel, particularly RN Ratings, Reporting Officers and Administrators	This DIN announces changes to the eligibility criteria for promotion to all ranks in the Ratings Corps. In order to be considered by Boards sitting from 1 Nov 08, ratings will need to be serving on a career or engagement that is due to expiry on/or after the Common Promotion Date in question	Fleet Headquarters Terms of Service team
2007DIN01-111	<a href="#">Netball - Beginners Umpiring Course</a>	All Service Personnel		DACOS NLM, FLEET
2007DIN01-112	<a href="#">PI 129/07: Equality &amp; Diversity Joint Combined Defence Whitley Council Meeting held on 3rd October 2007</a>	All Civilian staff, and Service personnel who manage Civilian staff	Minutes of the meeting held on 3rd October 2007	DGCP-EF Diversity 3
2007DIN01-113	<a href="#">2006/07 pay settlement for Industrial staff represented by TGWU, Amicus, GMB and UCATT.</a>	All Industrial Staff represented by TGWU, Amicus, GMB and UCATT. It does not apply to staff employed by the Meteorological Office, UK Hydrographic Office, Defence Science Technology Laboratory, Defence Aviation Repair Agency, ABRO, Defence Stores and Distribution Agency, MOD Firefighters or any other area operating delegated pay arrangements as at 1 August 2006	2006/07 pay settlement for Industrial staff represented by TGWU, Amicus, GMB and UCATT.	DGCP-EF-PMRR2
2007DIN01-114	<a href="#">Changes to the Career Management of RN Ratings - Introducing and empowering Regional Career Management.</a>	All Royal Navy Junior Ratings (JR) and Royal Marines Other Ranks (OR); their Service and Civilian Line Managers/Employers; Human Resources Professionals.	Explanation of the changes introduced in Oct 07 for Career Management of most RN JRs by WMOs	DNPers/ ACOS(Pers)
CHANNEL 02 - SECURITY and INTELLIGENCE				
2007DIN02-239	<a href="#">MOD Use of Microsoft Vista and BitLocker – Version 1</a>	IT Security Officers, System and Project Security Officers, COMSEC Officers and COMSEC Custodians	Guidance on the use of Microsoft Vista operating system and Bitlocker encryption	DDefSy

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CHANNEL 03 - DEFENCE POLICY AND OPERATIONS				
2007DIN03-007	<a href="#">Policy for the Protection of UK Forces</a>	All service and civilian personnel who are earmarked for, committed in support of, or recovering from specific operations.	This policy provides a capping framework within which joint Force Protection (FP) can be developed. It identifies responsibilities for FP capability development and delivery within Defence and identifies a risk management process within an FP model.	Directorate of Joint Capability – Force Protection
2007DIN03-008 Replaces 2005DIN03-001	<a href="#">Procedures for All Official Duty Visitors to and from the USA</a>	All Official Visitors to and from the USA and those involved in the arrangements for such visits	Procedures for visiting the US Department of Defense, Department of Energy and other US facilities (also covers visits to UK from the US) on UK defence related business.	British Defence Staff – US
2007DIN03-009	<a href="#">Closure of the Defence Section at the British Embassy in Dublin, Ireland</a>	All Service and Civilian Personnel	Functional and administrative arrangements concerning the closure of the Defence Section at the British Embassy, Dublin	Directorate of Defence Diplomacy (D Def Dip)
2007DIN03-010	<a href="#">Closure of the Defence Section at the British Embassy in Bratislava, Slovakia</a>	All Service and Civilian Personnel	Functional and administrative arrangements concerning the closure of the Defence Section at the British Embassy, Bratislava, and Budapest	Directorate of Defence Diplomacy (D Def Dip)
2007DIN03-011	<a href="#">Relocation, composition and task of the Security Sector Development Advisory Team (SSDAT)</a>	Policy and Commitments staff and Other Government Departments	Security Sector Development Advisory Team (SSDAT) relocation.	Directorate of Defence Diplomacy (D Def Dip)
CHANNEL 04 - DEFENCE EQUIPMENT and SUPPORT and the DEFENCE ESTATES				
2007DIN04-151	<a href="#">TEM Controlled Test and Measurement Equipment</a>	All three services	Check of Croc Clip Black & Croc Clip Red NSN 5999-99-8499718. Part of Multimeter Kit Fluke 89-IV/MOD 6625-01-4726891.	T & M
2007DIN04-152	<a href="#">In Service Support and Accounting Procedures for the Support and Maintenance of Outboard motors</a>	All Units Operating and/or Maintaining Outboard Motors.	In Service Support and Accounting Procedures for the Support and Maintenance of Outboard motors	Marine Power and Propulsion Systems IPT
2007DIN04-153	<a href="#">Declaration of obsolescent for pyrotechnic equipment</a>	All Tri service pyrotechnic users	Obsolescent declaration for the following items:- Thunderflash N5, Striker Thunderflash and Thunderflash N5 with strikers (MCMV).	DGM IPT Pyrotechnics
2007DIN04-154	<a href="#">Reassignment of the Principal Ammunition Technical Officer (PATO) Branch</a>	All Service and Civilian Personnel	Announcement of the reassignment of the Principal Ammunition Technical Officer's Branch in HQ LAND and its transference of its roles and responsibilities	PATO, HQ LAND
2007DIN04-155	<a href="#">Declaration of Obsolete of the W10 items</a>	LAND	Informing the authority that the W10 items is Declared obsolete	Combat Support Equipment IPT (CSE IPT), Ground Manoeuvre (GM)

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2007DIN04-156	<a href="#">Declaration of Obsolete of the Stereoscope</a>	LAND	Informing the authority that the Stereoscope is Declared obsolete	STANO ESM - PAUL ATHAWES. Tel. 94391 7816 (01264 381816)
2007DIN04-157	<a href="#">Procedure For The Movement Of Sea Freight On The Falkland Islands Resupply Service (FIRs) Through The Sea Mounting Centre (SMC) Marchwood</a>	Service users of the Falkland Islands Resupply Service	Details of the procedure for booking military freight to the Falkland Islands resupply vessel that is required to be sent to Ascension Island or the Falkland Islands	DSCOM, Surface Freight.
2007DIN04-158	<a href="#">Equipment Tables, Scales and Schedules</a>	Equipment Table account holders	New, revised and cancelled Equipment Tables, Equipment Table Scales and Equipment Table Schedules.	SCS (PS) (Land)
2007DIN04-159	<a href="#">Obsolete declaration of BR 2000 (63)</a>	All Naval personnel and MOD personnel involved in ship Signature Reduction and Control	This DIN announces the deletion of BR 2000 (63)	FLEET Capability - ACOS (Ships and Submarines)
2007DIN04-160	<a href="#">Complete Equipment Schedule (CES)</a>	All Civilian/Service Personnel Holding Ces Publications	Obsolete/amended (AC) CES Publications	(DGS&E)
2007DIN04-161	<a href="#">Launch of the SCS Inventory Management team and the Defence Inventory Effectiveness Transformation Project</a>	All IPT's and customers of the Supply Chain	Announcing the creation of the SCS Inventory Management team and commencement of the Defence Inventory Effectiveness Transformation project.	Supply Chain Support Inventory Management
2007DIN04-162	<a href="#">Weapon Equipment – Declaration of obsolete/obsolescent status</a>	All service and civilian personnel	Obsolete/obsolescent declaration of Weapon Equipment	SCS(PS) Maritime
2007DIN04-163	<a href="#">Electrical Safety Rescue Hook – Introduction into RN &amp; RFA Service</a>	Royal Navy and Royal Fleet Auxiliary Vessels	Details of the introduction of the Electrical Safety Rescue Hook into RN Service	Lt Cdr P King, FSHEO (Afloat)
2007DIN04-164	<a href="#">The Royal Navy Permanent Very High Readiness Forward Logistics Site Cadre – Concept of Operations</a>	All Supply Chain, Equipment Support, Engineering and Availability Managers	Details the Concept of Operations for the new Royal Navy Permanent Very High Readiness Forward Logistics Site Cadre including activation procedures and contact details.	Fleet DACOS Log Ops
2007DIN04-165	<a href="#">Information Requirements to Initiate Consignment Tracking at the Purple Gate</a>	IPTs including Logistic Support and Commercial officers, Industry Contractors, and all users of the Joint Supply Chain Purple Gate	The policy for providing the information required by Purple Gate staff to enable items to be consignment tracked through the Joint Supply Chain to operational theatres.	Supply Chain Support (Policy)
2007DIN04-166	<a href="#">Opening of the Princess Royal Medical Centre, Gibraltar.</a>	All service personnel and all entitled personnel.	Key information about the opening of the Princess Royal Medical Centre in Gibraltar.	RNH Gibraltar

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CHANNEL 05 - DEFENCE MANAGEMENT, ORGANISATION and BUSINESS PRACTICE				
2007DIN05-043	<a href="#">Restructuring of the Defence College of Intelligence (DCI).</a>	All service and civilian personnel	This DIN explains the restructuring of the Defence College of Intelligence (DCI) following a major review into how DCI is configured to best meet the dynamic requirements of defence. It outlines key findings such as the creation an Intelligence, Surveillance, Target Acquisition and Reconnaissance (ISTAR) Wing and the assimilation of Imagery Intelligence Training under the Royal School of Military Survey (RSMS)	Director DCI
2007DIN05-044	<a href="#">Departmental Engagement With Industry</a>	All service and civilian personnel	Guidance to all staff on their obligations and conduct when engaging with industry.	DDefAcq
2007DIN05-045	<a href="#">Defence Brand Streamlining and Moratorium</a>	Members of the Armed Forces and Civil Servants working across Defence who own a visual identity, a communications campaign or work in communications	The rules governing the creation of new brands, including logos, and the new process for licensing existing organisational and campaign brands.	DGMC Def PR Strategic Marketing
2007DIN05-046	<a href="#">MOD involvement in the London 2012 Olympic and Paralympic Games</a>	All Service and Civilian Personnel	Ministry of Defence policy and procedures for involvement in the London 2012 Olympic and Paralympic Games	DOMD - External Relations Unit
2007DIN05-047	<a href="#">Defence Applications End 2 End and Portfolio Change Management Process</a>	All Service and Civilian Personnel	Terms of Reference for Applications Working Group including the Defence End 2 End Process for Applications Migration and Portfolio Change Management	DG Info
2007DIN05-048	<a href="#">Service and Civilian Personnel Records, Destruction after Scanning</a>	Service and Civilian Personnel Branches	This DIN contains the policy about the destruction of service and civilian personnel files after they have been scanned.	DG Information
CHANNEL 06 - SAFETY, HEALTH, ENVIRONMENT, FIRE				
2007DIN06-135	<a href="#">2007 Version of JSP 375 Vol 3, MOD Safety Rules and Procedures. Release of All Chapters.</a>	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	2007 Version of JSP 375 Vol 3, MOD Safety Rules and Procedures. Release of All Chapters.	Directorate of Safety and Claims
2007DIN06-136	<a href="#">JSP 800 Vol 4b Dangerous Goods by Road, Rail and Sea – Change of Telephone Number</a>	All service and civilian personnel involved in the carriage of dangerous goods	Update of telephone number	Defence Movements & Transport Policy Division
2007DIN06-137	Publication of Amendment 3 to Joint Service Publication 317 (JSP 317 4th Edition AL 3 Oct 07) - Joint Service Safety Regulations for the Storage and Handling of Fuels and Lubricants.	All Service & Civilian Personnel	Announcement of Publication of Amendment 3 to JSP 317 4 <sup>th</sup> Edition	HQ Defence Fuels Group (DFG)

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CHANNEL 07 - TRAINING and EDUCATION				
2007DIN07-071	<a href="#">Modular Masters Programme: Policy for Academic Year 2008 – 09</a>	Army Officers, WOs and SNCOs (Regular and TA), RM Officers	Guidance on making an application for the Modular Masters Programme 2008 – 09	HQ DETS(A)
2007DIN07-072	<a href="#">Tri-Service Language Examinations (Diploma, Advanced Certificate, Operational &amp; Survival) – 08/09</a>	All Service personnel	Guidance on applying for a Ministry of Defence Language Examination Board	DOLSU-ICC
2007DIN07-073	<a href="#">Defence Individual Training &amp; Education Policies</a>	All Military & Civilian Personnel	Catalogue of Defence Individual Training & Education policies, and welfare related policies applicable to Initial Training Establishments.	DGTE
2007DIN07-074	<a href="#">The Army Inter-Corps and Individual Orienteering Championships 8/9 Dec 2007</a>	All Army Personnel	General instruction & entry form for the Army Inter Corps Championships taking place in the Colchester area 8/9 Dec 2007	Army Orienteering Association
2007DIN07-075	<a href="#">Psychological Operations Courses February 2008 – January 2009</a>	All Service Personnel	Course Description and Course Application Form	HQ Land (15 (UK) PSYOPS Gp
2007DIN07-076	<a href="#">Individuals competent to conduct single Service Physical Fitness &amp; Swimming Tests and Assessments together with Phase II and III Syllabused PEd training and the use of ETLs/PTLs.</a>	All Physical Education/Training Staff and all units with a Tri-Service Component.	Rules relating to the use of PTIs from other Services for the delivery of single Service Fitness Testing and Phase II & III Formal Physical Training together with the use of ETLs & PTLs.	DACOS Trg Mgt (PEd), HQ 22 (Trg) Gp
2007DIN07-077	<a href="#">Z6 Course on Nuclear Weapon Familiarisation (R)</a>	All service and civilian personnel who have a NARO commitment	Course at atomic weapons establishment (aldermaston) which provides staff supporting the NARO function with a basic understanding of the principles of nuclear weapons.	DCDS(PERS)
2007DIN07-078	<a href="#">Introduction into Service of JSP 822 – Defence Manual of Training Management</a>	All Defence Personnel with responsibility for setting the requirement for and delivering Individual Training and Education.	JSP 822 brings together a number of previously endorsed Training Management policies and their supporting manuals into one cohesive publication. This DIN seeks to communicate the new JSP's content and the cancellation of existing DINs that have been incorporated into it.	Director General Training and Education
2007DIN07-079	<a href="#">Qualified Helicopter Tactics Instructor Course</a>	All Service Helicopter Aircrew	Information on Qualified Helicopter Tactics Instructor Course and guidance on application	JHC, SO1 J7
2007DIN07-080	<a href="#">EXERCISE IMJA TES</a>	Defence Medical Services (DMS)	Calling notice for volunteers to EX IMJA TES, a DMS trekking and climbing expedition to the Nepalese Himalayas Oct/Nov 2009. Aims, objectives, experience requirements, commitments and procedure for applicants are detailed.	EXERCISE IMJA TES MDHU DERRIFORD
2007DIN07-081	<a href="#">Media Operations Training 2008-2009</a>	All Service and civilian personnel	The Defence Media Operations Centre (DMOC), based at RAF Uxbridge and DSL Beaconsfield, offers programmed courses for personnel working in Defence who are required to engage with the media	DGMC



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2007DIN07-082	<a href="#">JSP 510, International Defence Training: Publication of Version 3.1</a>	All service and civilian personnel	Update to JSP 510	Directorate of Defence Diplomacy
2007DIN07-083	<a href="#">Open University Naval Service Prize Competition 2007</a>	All Naval Service personnel including reservists.	General instructions for entry of the Open University Naval Prize competition 2007.	FLEET-FOST TE EL3
2007DIN07-084	<a href="#">The Air Logistics Staff Course (ALSC) – General Outline and Application Process</a>	Royal Air Force Engineer and Supply Branch Officers	Outline of the Air Logistics Staff Course, eligibility criteria for RAF Officers of the Engineer and Supply Branches and the process of application to attend the course.	DACOS A4 Spt Headquarters Air Command
2007DIN07-085	<a href="#">Inter-Departmental Conflict Foundation Course</a>	SO1/SO2, or equivalent civilian grade, working on conflict related issues, particularly, though not exclusively, working in MOD, PJHQ, Defence Academy, DCDC and single service headquarters.	The Inter-Departmental Conflict Foundation Course is a 2-day course organised by the FCO, DFID, MOD and PCRU. The main benefit for military participants is as an insight into how other government Departments view and approach conflict issues.	Multi-Agency Operations; Development, Concepts and Doctrine Centre (DCDC)
2007DIN07-086	<a href="#">HMS RALEIGH Naval Military Training (NMT) Joining Instructions</a>	All Service Personnel	Joining Instructions for all NMT courses held at HMS RALEIGH	HMS RALEIGH-NMTWO
2007DIN07-087	<a href="#">Joint Services European Tall Ship's Race 2008</a>	All service personnel, regular and reservists.	Details and dates of European Tall Ship's Race 2008	Joint Service Adventurous Sail Training Centre Gosport
2007DIN07-088	<a href="#">University Summer School Sponsorship</a>	All Naval Service personnel.	This DIN gives guidance on University Summer School Sponsorships	FLEET-FOST TE EL3
CHANNEL 08 - FINANCE, ACCOUNTING and BUDGETING				
2007DIN08-020	<a href="#">FI 30/07: General Insurance Brokerage Advice and Assistance</a>	All MOD Personnel (Service and civilian), especially Commanding Officers and Line Managers	Guidance on how to use the demand order contract which has been set up to provide advice on insurance and risk management from a specialist company	DS&C (Claims)
CHANNEL 09 - HONOURS, AWARDS, ROYAL and CEREMONIAL EVENTS				
2007DIN09-031	<a href="#">The Firmin Sword of Peace Awards - 2006</a>	All Regular Service Personnel	Announcement of the winners of the Firmin Sword of Peace Awards - 2006. There were competitions for the Royal Navy, Army, RAF and Joint Service units.	PS12(A)
2007DIN09-032	<a href="#">The Firmin Sword of Peace Awards - 2007</a>	All Regular Service Personnel	Announcement of the Firmin Sword of Peace Competition - 2007. Submissions are invited for the Royal Navy, Army, RAF and Joint Service competitions	PS12(A)
2007DIN09-033	<a href="#">Royal Garden Parties 2008 – Civilian Staff</a>	All Civilian Personnel	Inviting applications from MOD Civilian Personnel who wish to attend a Royal Garden Party	DGCP EF Civilian Honours Unit



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CHANNEL 10 - ADVENTUROUS TRAINING, SPORTS and SOCIAL EVENTS				
2007DIN10-024	<a href="#">Army Ski Championships Exercise LIONS CHALLENGE 2007, 23 Jan-1 Feb 08</a>	All Army Personnel	Details of and general instructions for the Army Ski Championships taking place in France in Serre Chevalier in the Haute Alps region.	Army Sport Control Board/Army Winter Sports Association
2007DIN10-025	<a href="#">815 NAS RW50 Reunion Dinner 9 May 08</a>	Aircrew Officers, served or serving 815 NAS Aircrew.	General instruction and ticket application form for the 815 NAS 50 <sup>th</sup> Anniversary Dinner.	815 NAS
2007DIN10-026	<a href="#">Exercise SNOW LION</a>	Regular Army, TA, UOTC, Army Apprentices & ACF/CCF Forces	Ex SNOW LION 2008 (SL 2008) is the Territorial Army and Army Cadets Alpine Ski and Snowboarding Championships to be held at Aviemore over the period Sun 02 Mar to Sat 08 Mar 2008. The aim of Ex SNOW LION 08 is to improve the overall standard of Regular Army and Reserve Forces Alpine Skiing and to encourage and promote participation in Snowboarding.	HQ 51 (Scottish) Bde, G7 Ops & Trg, Forthside, Stirling, FK7 7RR
2007DIN10-027	<a href="#">Army Overseas Sport Tours/Visits – Berlin Infantry Brigade Memorial Trust Fund (BIBMTF)</a>	All Army Personnel	Procedure to enable organisers of Army Overseas Sport Tours/Visits to apply to the BIBMTF for a grant towards the cost of the tour/visit.	Army Sport Control Board