

# **DIN DIGEST**

**December 2009**

REF	Title (includes hyperlink)	Audience	Contains	Sponsor Branch
Cancelled DINs				
2009DIN04-204, Future availability of refrigerant gases following changes to legislation.				
2009DIN04-184, Revised MOD policy for testing divers breathing air.				
2009DIN04-125, Provision of medical gas cylinders.				
2009DIN04-107, Replacement gas cylinders for MOD diving gases.				
CHANNEL 01 - PERSONNEL				
2009DIN01-233 Replaces 2009DIN01-144	Challenge Cymru Assistant Team Leader	All MOD personnel and line managers	Challenge Cymru Assistant Team Leader	PPPA Learning & Development
2009DIN01-234	Promotion From Sergeant To Colour Sergeant In Royal Marines Technical Trades	All RN Service personnel	Revised Terms of Service procedures for Promotion From Sergeant To Colour Sergeant In Royal Marines Technical Trades	Naval Personnel Team (Royal Marines)
2009DIN01-235	Raleigh Volunteer Manager	All MOD Civilian personnel and line managers	Raleigh Volunteer Manager	PPPA Learning & Development
2009DIN01-236	RAF Roman Catholic Retreats 2010	All Regular and Reserve RAF Personnel, their families and other interested Civilian Personnel	Details of the RAF Catholic Retreats 7-11 Jun 10 and 1-4 Nov 10	Principal RC Chaplain (RAF) (PRCC(RAF))
2009DIN01-237	Military Acquisition Stream	The Acquisition Community	This DIN describes the purpose of the Military Acquisition Stream	MAS Tri-Service 2* Strategic Champion
2009DIN01-238	JSP 831 – Service Complaint Timelines and Targets for 2010.	All Service Personnel and all other MOD personnel involved with the management of Service Complaints.	JSP 831 Timelines and percentage targets for the resolution of Service complaints within those timelines for 2010.	DCDS(Pers) Service Conditions & Welfare
2009DIN01-239 Replaces 2006DIN02-157	Army Ornithological Society	All service and civilian personnel	Promoting the Army Ornithological Society as a Services conservation and interest society for new members.	DST Leconfield
2009DIN01-240	Military Acquisition Stream	The Acquisition Community	This DIN describes the purpose of the Military Acquisition Stream	MAS Tri-Service 2* Strategic Champion
2009DIN01-241	Junior HM Officers Career Structures	Junior HM Officers	Automatic Commission Transfer to FTC for HM officers at specific career points.	FLEET-DNPERS NPT (X)

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2009DIN01-242	Royal Navy Air Engineering Technicians – Provisional Examination for promotion to LAET	RN Air Engineering (AE) ratings, all personnel involved in the management of RN AE ratings, Unit Personnel Offices and RAF Personnel Support Flights at locations where RN AE ratings are employed.	Abolition of the Provisional Examination for selection to LAET from AET.	DNPERS
2009DIN01-243 Replaces 2008DIN01-251	MOD Civilian Deployment Process	All MOD Civilians, MOD sponsored civilians and their line managers	The process to be undertaken by MOD Civilians and MOD sponsored civilians to enable them to deploy or visit an Operational Theatre	PJHQ J8 Support to Operations
2009DIN01-244 Replaces 2008DIN01-140	Operational Deployment – Rest and Recuperation (R&R) Leave	All civilian employees on Operational deployment	Guidance on Rest & Recuperation Leave for Civilian Employees on Operational Deployment	DGCP-EF- PMRR
2009DIN01-245 Replaces 2009DIN01-130 & 2009DIN01-131	Prince's Trust Team Programme – Employed Participant	All MOD civilian personnel and line managers	Prince's Trust Team Programme – Employed Participant	PPPA Learning & Development
2009DIN01-246	Recording of Former Service personnel Service Complaints on the Joint Personnel Administration System	All Service Personnel and all other MOD personnel involved with the management of Service Complaints.	Policy letter to set how Service complaints for former members of the Armed Forces are to be entered and processed on JPA at all stages of the handling of the complaint.	DCDS(Pers) Service Conditions & Welfare
CHANNEL 02 - SECURITY and INTELLIGENCE				
2009DIN02-018	Defensive Monitoring of MOD Owned/Leased Communication Systems	All service and civilian personnel	Reminder to all MOD staff that all incoming and outgoing electronic communications are liable to be monitored at any time.	Defence Security Division
2009DIN02-019	Secure Speech Service (SSS) - Secure Working Announcement	All Service and civilian personnel	Advice on correct use of SSS phones	Defence Security Division
2009DIN02-020	The Manual of Defence Security (JSP 440): Publication of Issue 3.8.	All Service and civilian personnel	Notification of the publication of JSP440 Issue 3.8	Defence Security Division
2009DIN02-021	Disposal of Privately Owned CIS that has been used to process MOD data	All Service and civilian personnel	Arrangements for the secure disposal of privately owned CIS used for home working	CIO
2009DIN02-022	Removable CIS Media for Public Release	All Service and civilian personnel	Guidance on the use of Removable CIS Media for Public Release	DBR-DefSy
2009DIN02-023	Visitor access to the Northwood Headquarters Site	MOD and OGD personnel and contractors requiring access to the Northwood Headquarters site	Requirements for MOD and OGD personnel and contractors requiring access to the Northwood Headquarters site as visitors	Commanding Officer Joint Support Unit Northwood

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CHANNEL 03 - DEFENCE POLICY AND OPERATIONS				
2009DIN03-021	Introduction of form 2020g and BRd767 form 40AA	Royal Navy Fleet Air Arm Personnel	This DIN covers the procedure and references for the Aircrew Insert Slip and BRd767 Order 401AA, Aircrew Flying Record.	CSAV, Navy Command
CHANNEL 04 - DEFENCE EQUIPMENT and SUPPORT and the DEFENCE ESTATES				
2009DIN04-234	Charging of Iridium Satellite Phones – Operating Temperatures	All users of Iridium Satellite phones	A significant number of Iridium phones are being returned from operational theatres with damage to the charging socket, making the phone inoperable. This DIN reminds users to re-charge the phones in line with the information given in the handbook.	DE&S, DG ISS, Networks Team
2009DIN04-235	Declaration of Obsolete of AN/ALQ-204 Matador Infra Red Jammer, ARI 23469	AIR	Informing the authority that ALQ 204 Matador Infra Red Jammer, ARI 23469 is Declared obsolete	AirS2P2 PT
2009DIN04-236	Obsolescent Air Commodities Team (ACT) controlled Non-Destructive Testing (NDT) equipment	Tri-Service holders of NDT equipment	Obsolescence declaration of Ultrasonic Flaw Detection NDT equipment	ACT
2009DIN04-237	Removal of EMER Test & Measurement A028 Chapters 062, 400, 428, 651, 657, 659, 660 along with EMER WK O360.	All users of EMER Test & Measurement A028 Chapters 062, 400, 428, 651, 657, 659, 660 along with EMER WK O360.	Removal EMER Test & Measurement A028 Chapters 062, 400, 428, 651, 657, 659, 660 along with EMER WK O360.	DE&S, Safety & Engineering, Land, Engineering Policy
2009DIN04-238	Civil Airhead Detachment (CAD) - Passenger Handling Responsibilities and Bidding Procedure	All Service Personnel	An outline of the roles and responsibilities of CAD, which is based at RAF Northolt	SO2 A4 Ops Mov (Res), HQ AIR
2009DIN04-239 Replaces 2008DIN04-122	Request for medical support for exercises	All Service personnel	Publicise the mechanism for obtaining RAF medical support to joint and single service exercises in the UK and abroad	DACOS Med Ops HQ Air
2009DIN04-240	Obsolete and Obsolescent TEM Controlled Test and Measurement Equipment	All three services	Obsolete and Obsolescent declaration of GPTME	DS& TE IPT
2009DIN04-241	Tasking Procedure for the Joint Air Delivery Test and Evaluation Unit (JADTEU)	All personnel involved with the acquisition and delivery of operational capability via parachute, internal aircraft / helicopter loads, helicopter underslung loads and fast roping.	Outlines the procedure for the tasking of JADTEU	Jt Cap
2009DIN04-242	Tasking Procedure for the Joint Air Delivery Test and Evaluation Unit (JADTEU)	All personnel involved with the acquisition and delivery of operational capability via parachute, internal aircraft / helicopter loads, helicopter underslung loads and fast roping.	Outlines the procedure for the tasking of JADTEU	Jt Cap

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2009DIN04-243	HMS DAUNTLESS Acceptance off Contract to In-Service Date Trials and Support arrangements	All Royal Navy and DE&S Personnel	Details the support arrangements, administrative and operational responsibilities which will apply for HMS DAUNTLESS during the trials period commencing at Acceptance off Contract and complete at her in-service date.	Destroyers Team
2009DIN04-244	JSP 456 Defence Catering Manual	All Service Personnel	JSP 456 Defence Catering Manual Volume 2 (Edition 5)	DFS Team
2009DIN04-245	Obsolescence of Identification Friend or Foe (IFF) Airborne Radio Installations (ARI) managed by the Air Commodities Team.	MOD Avionics Community and Aircraft Platform Project Teams.	Obsolescence of Identification Friend or Foe (IFF) ARI 5987, ARI 23402 and ARI 50020.	Air Commodities Team – AC AvR4a2
2009DIN04-246	Tri-Service Policy and Guidance for the Acquisition and Management of General Purpose Electrical Generators, Batteries and Fuel Cells	All MoD personnel involved with the provision, use or management of Batteries, Fuel Cells and Electrical Generators up to 40kW	Updates to the Policy and Guidance on the Acquisition, Provision and Management of Electrical Power up to 40kW	DES-SE-Land-Tech-GPPG
2009DIN04-247	Equipment Tables, Scales and Schedules	Equipment Table account holders	New, revised and cancelled Equipment Tables, Equipment Table Scales and Equipment Table Schedules.	SCM (SS) (Land)
2009DIN04-248	Defence Road Transport Policy Helpdesk Closure	All personnel with queries regarding the use, management or operation of MOD road transport	Defence Road Transport Policy on Helpdesk Closure	Defence Movements and Transport Policy
2009DIN04-249	Armourers Update - Quad rail picatiny handguard	All	1. Quad rail handguard – L85A2 2. Removal of screw from handguard	Light Weapons Photographic Power and Batteries Project Team (LWPB PT)
2009DIN04-250	The most efficient and effective way of purchasing common goods and services on behalf of the MOD	All MOD purchasers of common goods and services.	<ul style="list-style-type: none"> <li>To make staff aware of and compl(completed by DE&amp;S Graphics and Photography)y with policy to use departmental or pan Government arrangements when purchasing common goods and services.</li> <li>To provide clear guidance on the roles and authority of buyers across MOD.</li> </ul>	DGDC Commercial Process and Governance Team
2009DIN04-251	Declaration of Obsolescence Trailer 5 Tonne Variants	All vehicle fleet Managers, repair Managers and stores Managers that operate or support 5 Tonne legacy Trailers.	Declares the legacy range of 5 Tonne Trailer variants obsolescent. Describes interim management of the fleet until it becomes obsolete in 2012.	General Support Group, General Support Vehicles Project Team
CHANNEL 05 - DEFENCE MANAGEMENT, ORGANISATION and BUSINESS PRACTICE				
2009DIN05-055	Maritime Warfare Centre – Tasking Of The Operational Logistics Pillar	NCHQ, PJHQ, COMUKMARFOR, COMAMPHIBFOR, COMATG, CSG, Logistics Officers of HM Ships	Role of MWC (and the OP LOGS Pillar) regarding Operational Knowledge Exploitation and how the Pillar can be tasked for the collection of lessons or information and analysis of data, through the production of reports and changes to doctrine	Maritime Warfare Centre SO2 Op Logs

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2009DIN05-056	Name Change Council of Civil Service Unions to MOD Civil Service Unions	All Service and civilian personnel	On 1 January 2010 the Council of Civil Service Unions changes its name to MOD Civil Service Unions. This document provides the notification of this name change and the contact details for the staff of MOD Civil Service Unions.	MOD Civil Service Unions
2009DIN05-057	Midland Medical Accommodation Project – DMS Whittington	All Service and Civilian Personnel	<ul style="list-style-type: none"> <li>With effect from 02 November 2009, Joint Medical Command has assumed operational control and responsibility for Whittington Barracks, Lichfield.</li> </ul>	Joint Medical Command , HQ JMC Fort Blockhouse
2009DIN05-058	HMS CAROLINE (RNR Unit) decommissioning and re-establishment as HMS HIBERNIA	All RN, Army and RAF Units	This DIN announces the decommissioning of HMS CAROLINE, the Royal Naval Reserve Unit in Belfast, Northern Ireland and the establishment of its successor Unit, HMS HIBERNIA at Thiepval Barracks, Lisburn, Northern Ireland.	Commander Maritime Reserves
CHANNEL 06 - SAFETY, HEALTH, ENVIRONMENT, FIRE				
2009DIN06-034 Replaces 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 the MOD	DBR Common Law Claims & Policy (CLC&P)
2009DIN06-035	Publication of Amendment 6 to Joint Service Publication 317 (JSP 317 4 <sup>th</sup> Edition AL 6 Jan 10) – Joint Service Safety Regulations for the Storage and Handling of Fuels and Lubricants.	All MOD Personnel and contractors working on MOD sites.	Announcement of Publication of Amendment 6 to JSP 317 4 <sup>th</sup> Edition	HQ Defence Fuels Group (DFG)
2009DIN06-036	Publication of Amendment 3 to Joint Service Publication 319 – Joint Service Safety Regulations for the Storage, Handling and Use of Gases.	All MOD Personnel and contractors working on MOD sites.	Announcement of Publication of Amendment 2 to JSP 319 3 <sup>rd</sup> Edition	HQ Defence Fuels Group (DFG)
CHANNEL 07 - TRAINING and EDUCATION				
2009DIN07-144	Joint Medical Command (JMC) Schedule of Courses 2010/11	Service personnel but has relevance to MOD employed civilians requiring medical training courses.	Dates and guidance on applying for JMC medical training courses	JMC
2009DIN07-145 Replaces 2008DIN07-034	RN and RFA Surface Flotilla Sea Safety Training Requirements	All Service and Civilian Personnel	This DIN details the revised mandatory Sea Safety Training requirement for all personnel operating from or embarking in RN and RFA ships with effect from 1 Apr 10	FLEET-CAP SC E DCFF SO3

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2009DIN07-146	Chief Naval Engineer Officer's Conference and RN Engineers' Dinner 18 - 19 Mar 2010 – Engineering the Future.	All serving RN and RNR Engineer Officers and WO1 Engineers, Commonwealth and exchange officers serving in RN posts and serving RFA Engineer Officers of the rank First Officer and above.	This DIN provides advance notice of the proposed programme and an application form for all eligible Engineer Officers and Warrant Officers wishing to attend either or both events.	MWS Collingwood.
2009DIN07-147 <a href="#">Replaces 2009DIN07-099</a>	Air Warfare Centre Cranwell Courses – 2010/2011	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
2009DIN07-148	Joint Equality and Diversity Training Centre (JEDTC) – Equality and Diversity Training 2010 - 2011	All Service and Civilian Personnel	Course dates and application forms	dlearning - CSSCI
2009DIN07-149	RN Training Courses in Aviation Medicine	All RN Aircrew and MAs within TAS	RN Training Courses in Aviation Medicine run by Fleet Aviation (Henlow) – Programme for 2010	Fleet Aviation
2009DIN07-150	Joint Operations Planning Course – 2010	All appropriate Service and Civilian Personnel	Instructions outlining availability, eligibility and application procedures for the Joint Operations Planning Course (JOPC)	J7, PJHQ(UK)
2009DIN07-151	Accreditation for the Physical Training Specialisation from the Open University and St Mary's College	All RN Physical Trainers	Higher Education (HE) accreditation opportunities available to members of the PT specialisation	Training Officer, RNSPT
2009DIN07-152	Maritime Warfare Centre Courses Spring Term 2010 – Spring Term 2011	Service and Civilian Personnel with high-level interest in Maritime Operations	Instructions outlining the various courses available, eligibility, dates and application procedures	Maritime Warfare Centre, HMS COLLINGWOOD
2009DIN07-153	Qualified Helicopter Tactics Instructor Course – 25 QHTIC	JHC Helicopter Aircrew	Information on Qualified Helicopter Tactics Instructor Course and guidance on application.	JHC, SO1 J7
2009DIN07-154	BAFMA Land Rover Exercise Calendar – 2010	Tri Service - All Units	BAFMA Land Rover Exercise Calendar – 2010	Defence School of Transport Defence College of Logistics
2009DIN07-155	Exercise Spear Ride 6/7 Feb 10	Tri Service - All Units	Exercise Instruction Ex Spear Ride	Defence School of Transport, Defence College of Logistics
2009DIN07-156	Exercise Rickshaw Ramble 23/24 Jan 2010	Tri Service - All Units	Military Driver Training Exercise	Defence School of Transport, Defence College of Logistics
2009DIN07-157	Modular Masters Programme: Policy for Academic Year 10 - 11	Army Officers, WOs, SNCOs, JNCOs, RM Officers	Details about the Army Modular Masters Programme and the degrees offered; the rules and conditions governing the programme and the application procedure for 10/11.	HQ DETS(A)

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2009DIN07-158	Army Service (Non-Public) Funds: Fund Manager e-Learning	All Service and Civilian Personnel performing Army Service (Non-Public) Fund Manager roles	This DIN explains the changes to Army Service (Non-Public) Fund Manager Training, which will now be delivered as an e-Learning course through the Defence Learning Portal (DLP)	DSPS(A)
2009DIN07-159 Replaces 2008DIN07-049	Army Language Scholarship Scheme 2010/11	All Regular Serving Personnel	Application form and further detail about the ALSS.	GS International Security Cooperation (Inter Sy Coop)
2009DIN07-160	Army Operational Shooting Policy (AOSP) 2010	Army Training Staff	The key changes to AOSP	HQ Infantry
2009DIN07-161	Joining Instructions for personnel attending Maritime Warfare School Courses at Phoenix Training Group and the Naval Military Training School, HMS Excellent.	All Service and Civilian Personnel due to attend courses at Phoenix TG or NMTS, HMS Excellent	Joining instructions for Phoenix Sea Safety Training, Command and Control and CBRN courses and NMTS Courses.	MWS Phoenix TG and NMTS
2009DIN07-162	School of Aerospace Battle Management (SABM) Courses 01 Apr 2010 – 31 March 2011.	All Service and Civilian Personnel Involved in Training	Details of all courses taught at SABM from 01 Apr 2010 – 31 March 2011 and the process of Application	C2 Spt Trg & Manpower
2009DIN07-163	Joint Service Sail Training - Exercise SCOTWEST 2010	All full time and reserve members of HM Services including University Units	In general the yacht will be available to provide training to RYA standards from Competent Crew to Yachtmaster Offshore. The sailing area will be mainly between Ardfarn Yacht Centre, on Loch Craignish, and the Kyles of Lochalsh. This area is ideally located to encompass one of the finest sailing areas in Europe, namely the Western Isles of Scotland.	HMS Neptune Sailing Club
2009DIN07-164	Exchange Au Pair Scheme FY 10/11	All Army Officers, Warrant Officers, and Senior Non-Commissioned Officers	The Exchange Au Pair scheme (EAP) provides short reciprocal attachments for Officers, Warrant Officers and Senior NCOs between units of the Regular Army, and units of the Armies of certain foreign countries	GS
2009DIN07-165	Team Medic (Army) Courses	All personnel involved in any aspect of or wishing to conduct Team Medic (Army) training course.	This DIN is to give guidance on who can and how to deliver the Team Medic (Army) training course.	Defence School of Post Medical Studies, Department of Distributed Training.
2009DIN07-166 Replaces 2007DIN07-036	UKSF Course Dates	All TRI Service Serving Personnel	UKSF Course Dates, Application Forms and Contact Details	HQDSF



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2009DIN07-167	Joint Battlespace Management Course	All Service personnel	PJHQ is sponsoring a Joint Battlespace Management Course (JBMC) which will be delivered with the support of single-Service training providers. Up to 6 courses will be run each year 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
2009DIN07-168 Replaces 2009DIN07-048	Training – Defence College of Policing and Guarding Courses to be held 1 April 2010 to 31 March 2011	All Service and civilian personnel	Programme of courses to be held at the Defence College of Policing and Guarding during the period 1 Apr 10 to 31 Mar 11	Stats and Plans, Defence College of Policing & Guarding
2009DIN07-169 Replaces 2008DIN07-160	Z6 Course on Nuclear Weapon Familiarisation	Service and civilian personnel who have a Nuclear Accident Response Organisation (NARO) commitment.	A course at the Atomic Weapons Establishment (AWE) Aldermaston, providing staff supporting the NARO function with an understanding of the design and safety principles of nuclear weapons.	Strategic Weapons Project Team (SW PT), DE&S.
CHANNEL 08 - FINANCE, ACCOUNTING and BUDGETING				
2009DIN08-020	FI 20/09: Cash Office – Return of Unused Foreign Currency	Cash Offices, Imprest Operators, MG's, TLB Control Account Focal Points, Budget Managers	Procedures to be followed when returning unused public funds in foreign currency	FMSSC ABS Cash & Banking Services
2009DIN08-021	FI 21/09: Benefits In Kind	Budget Holders, Budget Managers and Finance Officers	Awareness regarding Benefits In Kind potential tax liabilities	DFM Tax & Duty team
CHANNEL 09 - HONOURS, AWARDS, ROYAL and CEREMONIAL EVENTS				
CHANNEL 10 - SPORTS and SOCIAL EVENTS				
2009DIN10-051	RN Sports Training Courses – Proficiency, Coaching and Officiating	All Service Personnel	Details of RN courses in 2010 for sports coaching and officiating	DNPd
2009DIN10-052	Exercise Medsail 2010	All service personnel, regular and reservists.	Details and course dates of Expedition	Joint Service Adventurous Sail Training Centre