

# **DIN DIGEST for February 2008**

REF	Title (includes Hyperlink)	Audience	Contains	Sponsor Branch
Cancelled DIN				
2008DIN01-029	PI 10/08 The Introduction of Partial Retirement	<del>MOD Civil Servants who are members of the Principal Civil Service Pension Scheme and Service and civilian line managers</del>	<del>Details of the new partial retirement scheme and how to apply.</del>	DGCP-EF Pensions
CHANNEL 01 - PERSONNEL				
2008DIN01-011	PI 03/08: 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 PMA's	Guidance for MoD Technician Apprentices entry to Band D via Assessment & Development centre.	DE&S TDAP
2008DIN01-012	PI 04/08: ToPaS - A Compensation Scheme for MOD Civil Servants and Service Personnel Injured by Third Parties Whilst on Duty in the UK or other EU countries	All civilian and military personnel, especially commanding Officers and Heads of Establishments	Information about how to obtain legal advice and assistance to claim compensation using the MoD sponsored ToPaS scheme	DS&C (Claims)
2008DIN01-013	Statutory Professional Registration for all RAF Personnel in the Dental Trades	All RAF Personnel	The implications for all RAF Dental professional personnel in the ground trades who fail to become state registered before 1 August 2008. The General Dental Council announced a change in legislation in 2006 that becomes a mandatory requirement for all Dental Professionals on this date	DD Manpower Strategy Air Command
2008DIN01-014	PI 05/08: MIDIT Recruitment 2008	All civilian staff in Bands C, D and E and equivalent. All line managers of staff in Bands C, D and E and equivalent.	Details of MIDIT Recruitment for 2008	DGCP Corporate Capability Directorate – MIDIT
2008DIN01-015	Late Entry (LE) Commissions in the Corps of Royal Electrical and Mechanical Engineers (REME)	All Army Warrant Officers with over 9 years reckonable service	Eligibility and procedures for application from Warrant Officers to commission into REME.	REME Officer Wing, CSS Officer Branch, APC Glasgow
2008DIN01-016	Change of Status of a number of RAF Ground Trades to either Obsolescent or Obsolete	All RAF personnel	RAF Ground Trades Declared Obsolescent or Obsolete	DD Manpower Strategy Air Command
2008DIN01-017	Royal Navy Physical Training Officer Competence	All Naval Officers	This DIN details the change in competencies required for Naval Officers of any branch to be considered for roles as Physical Training Officers	SO2 PT NLM, HMS TEMERAIRE
2008DIN01-018	The RAF Communications and Information Systems Trade Group - Update	All RAF personnel	Announcement of the formal closure of the assimilation training programme and details of further integration, at the managerial levels of FS and WO rank, with the merger of the CIS Aerial Erector trade into the CISM trade.	DD Manpower Strategy Air Command
2008DIN01-019	PI 06/08 Assistant Team Leader Druidstone Plus Project	All MOD civilian personnel and line managers	Assistant Team Leader Druidstone Plus Project	PPPA Learning and Development Team

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2008DIN01-020	PI 07-08 Permanent Transfer Allowances – Legal Expenses	All Civilian staff posted on a permanent transfer moving home at public expense using either the Relocation Company Scheme or Relocation Introduction Service	The aim of this DIN is to provide an update on the provision of a Home Information Pack (HIP) used to sell a property in England and Wales and the procedures for staff who will need one as a result of a move of home following a change of job location.	DGCP-EF PMRR
2008DIN01-021	PI 08-08 Advanced Command and Staff Course	All MOD civilian personnel and line managers	Advanced Command and Staff Course	PPPA Learning and Development
2008DIN01-022	PI 09/08: New Consultant Contract 2003 & Old Consultant Contract: Revised Salary Scales With Effect From 1 <sup>st</sup> November 2007	All Consultants employed and their Line Managers.	Revised Salary Scales wef 1 <sup>st</sup> November 2007	DGCP-EF PMRR
2008DIN01-023	Management of Very Seriously Injured and Seriously Injured Reserve Forces Personnel	All Service personnel.	Definition of the casualty classification and reporting procedure outlined in the Joint Service Publication 751 and the management of SI/VSJ casualties.	Directorate of Reserve Forces and Cadets
2008DIN01-024	Pilot Language Awards Scheme	All Service personnel including members of the Reserve Forces.	Arrangements for an extended pilot scheme of financial incentives to encourage linguists in Arabic, Farsi, Dari and Pushtu to declare and develop their language skills.	DCDS(Pers) Strategy
2008DIN01-025	Visits to South Africa	All Service and civilian personnel	Procedures for all Service and MOD Sponsored Visitors to South Africa.	Defence Section, British High Commission (Pretoria)
2008DIN01-026	Career Monitoring in the Armed Forces	All Armed Forces personnel – particularly career managers	Information on introduction of procedure for career monitoring in the Armed Forces	SP Pol EO
2008DIN01-027	Volunteers for HUMINT Duties – Op SAMSON	All Service Personnel	Eligibility, Selection, and Application Requirements	DI ICSP HUMINT
2008DIN01-028	Administrative instructions for Service and entitled personnel serving overseas who receive dental treatment from non-Service sources	All Service and civilian personnel	This revised guidance replaces DCI JS 63/04 and gives instructions for personnel preparing for or on overseas tours and administrators on handling the administration of dental care for entitled personnel from non-Service sources.	HQ DDS. Clinical Deloivery Division
2008DIN01-029	Cancelled			
2008DIN01-030	CNLO Award for Outstanding Contribution to Joint Maritime Logistics Training.	All Tri-Service Units.	Application procedure.	DMLS
2008DIN01-031	Guide to World Faiths Festivals 2008	Commanding Officers, Line Managers, Chaplains, Catering Staff and personnel of the Buddhist, Hindu, Jewish, Muslim and Sikh Faiths in the Armed Forces	Details of World Faiths Festivals for 2008 and dates	Deputy Chaplain General

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2008DIN01-032	Guidelines for World Faiths Prayer Rooms	All service personnel	Scaling and Shared use Protocol for World Faiths Prayer Rooms	MOD Chaplains (Army)
2008DIN01-033	Guidance for eligibility and selection of Warfare officers for Sea and Air Command appointments from OF2 to OF4 in the Royal Navy	RN Officers and relevant Reporting Officers	Instructions for management of Warfare Officers for Sea and Air Command appointments in the Royal Navy	NAVSEC
2008DIN01-034	PI 11-08 MOD Firefighters 2007 Pay Award	MOD Firefighters and their Line Managers	Pay rates implemented wef 1 July 2007	DGCP-EF PMRR
2008DIN01-035	PI 12/08: Agenda For Change (AFC) Grades: Revised Salary Scales and Associated Allowances with Effect from 1st April 2007	AFC Grades and their Line Managers	Revised Salary Scales and Associated Allowances implemented wef 1 April 2007	DGCP-EF PMRR
2008DIN01-036	Statement of Identity and Address for Service personnel and dependants based overseas seeking to open a UK financial account	Personnel and Welfare Staff dealing with Service personnel and dependants outside UK	Statement to be used when member of Service community, based overseas, is refused a UK financial account because of the EU Savings Directive.	SPPol AFW
2008DIN01-037	Forces Additional Needs and Disability Forum (FANDF)	Personnel and Welfare Staff Service Personnel with dependants with Disabilities or Additional Needs	Information about the Forces Additional Needs and Disability Forum (FANDF).	SPPol AFW
2008DIN01-038	RAF Voluntary Band Association - Massed Bands 90 <sup>th</sup> Anniversary Concert	All Service and civilian personnel	Details of a concert being staged by the RAF Voluntary Band Association at the Symphony Hall, Birmingham on Sunday 6 April 2008 from 1930, featuring the Massed RAF Voluntary Bands, RAF Pipes and Drums and Miss Belinda Evans from BBC TV's 'Maria' compered by ITV's Jim Bowen.	RAF Voluntary Band Association
2008DIN01-039	The New Armed Forces Criminal Legal Aid Authority (AFCLAA)	Primarily HR Discipline, Pay and other Unit Administrative personnel involved in the Services Discipline process, for Service personnel worldwide and Civilian personnel based overseas. Also relevant to all personnel subject to Service law (Service, and UK-Based Civilian component and dependants based outside mainland UK), eligible to apply for criminal legal aid at public expense – for Courts-Martial, overseas civilian criminal courts, or Summary Appeals.	Forthcoming changes to legal aid for service and civilian personnel and notification of the creation of a single Armed Forces Criminal Legal Aid Authority to replace current single service departments.	Armed Forces Criminal Legal Aid Authority
2008DIN01-040	AGAI 67 Administrative Action - Edition 3	All formations and units with Army personnel on strength	The DIN announces the publication of a new edition of AGAI 67 and describes how readers can access it	DPS(A)

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2008DIN01-041	Aspire Leadership Development Programme – Information and Application Procedures	All Service, Civilian and Industry personnel currently in post within the Acquisition Community	Notification of 2008 Recruitment Campaign for Aspire	DE&S HR Strategy
2008DIN01-042	MOD Civilians Access to Post Operational Psychological Support (CODA POPS)	MOD Civil Servants who have been or who are Overseas on Operational Tours	This DIN details the introduction of a formal process whereby MOD Civilians who have deployed on operational tours can, if necessary, gain the same access to treatment by the Defence Community Mental Health Teams (DCMHT) as their military colleagues	PJHQ S2O / DMSD
2008DIN01-043	New Horizons – Personal Development Programme for Minority Ethnic Staff in MOD	All MOD civilian personnel and line managers	New Horizons – Personal Development Programme for Minority Ethnic Staff in MOD	PPPA Learning and Development
2008DIN01-044	Mentoring for New Horizons – A Personal Development Programme for Minority Ethnic Staff in MOD	All MOD civilian personnel and line managers	Mentoring for New Horizons – A Personal Development Programme for Minority Ethnic Staff in MOD	PPPA Learning and Development
2008DIN01-045	Interchange – Handling Legacy Cases	All civilian personnel and their Service line managers	Guidance on how to handle legacy cases (MOD employees who are not currently in MOD posts) within the new interchange PRGs. All legacy cases must be allocated back to business units before the role of PMA's are disbanded.	DGCP-EF Recruitment
CHANNEL 02 - SECURITY and INTELLIGENCE				
2008DIN02-002	Accreditation of Information Systems and Laptop Encryption Policy	All MOD Service and Civilian Personnel	This DIN outlines the Accreditation of Information Systems and Laptop Encryption Policy as directed by JSP 440.	DDefSy
2008DIN02-003	Release of Information During Legal Proceedings	All MoD personnel	This DIN outlines the procedures to be followed when requested to release information (including that originating from other countries) to legal advisors, barristers, judges, coroners etc	DDefSy-InfoSy(Pol)1
CHANNEL 03 - DEFENCE POLICY AND OPERATIONS				
2008DIN03-002	Defence Explosive Ordnance Disposal Policy	All Service and Civilian personnel	The purpose of this Explosive Ordnance Disposal (EOD) policy is to enable an integrated defence-level approach to the development and employment of UK military EOD capability. The application of EOD policy is intended to ensure a consistent approach to UK military EOD activities, enabling strategic, operational and tactical freedom of action whilst minimising the threat to personnel, infrastructure and materiel.	Director Joint Capability (D Jt Cap)

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CHANNEL 04 - DEFENCE EQUIPMENT and SUPPORT and the DEFENCE ESTATES				
2008DIN04-017	Use of MOD Rail Warrants	All Service and civilian personnel	The discounts associated with Rail Warrants have been removed from 3 Jan 08. MOD is seeking to reduce its reliance on Rail Warrants, and looking at proposals to encourage more economical ways of procuring rail travel.	Hd Defence Travel Management Organisation
2008DIN04-018	New guidance for the User and withdrawal of the Joint Second Customer Handbook	Staff within Defence Equipment and Support, Sponsor and User organisations.	Withdrawal of the Joint Second Customer Handbook and provision of User and Joint User guidance on the Acquisition Operating Framework	DJtCap
2008DIN04-019	Mustard Gas Detection Equipment – Reintroduction into service of the Draeger Mustard Agents detector tube.	All EOD and CBRN service and civilian staff	Details of the reintroduction into service of the Draeger Tube for Mustard Agents	Atmosphere & Gas Monitoring, MESH IPT
2008DIN04-020	Complete Equipment Schedule (CES)	All Civilian/Service Personnel Holding CES Publications	Obsolete/amended (AC) CES Publications	DGS&E TIG
2008DIN04-021	Introduction into Service – No 1 Mk 2 Residual Vapour Detector	All Service personnel	The RVD No1 Mk2 has been developed to detect the presence of chemical warfare agent present as a vapour. It will detect the presence of Mustard (H), Nerve (G) agents	DE&S DC-IPT
2008DIN04-022	Change of Delivery/Collection service to/from Units within Regional Distribution Centres (RDC) Colchester, Stirling and Longmoor dependency areas.	All Service and Civilian Personnel	Confirmation of the methods of delivery/collection services- Stirling, Colchester and Longmoor RDC dependent area only.	DE&S Sec
2008DIN04-023	Change of Reverse Supply Chain procedure	All Service and Civilian Personnel	Instruction on new Reverse Supply Chain (RSC) procedure	DE&S Sec
2008DIN04-024	Closure of DSDA Llangennech	All three services	DSDA Llangennech Depot Closure	DSDA
2008DIN04-025	Declaration of obsolescent DGM IPT Pyrotechnic stores.	All Tri service pyrotechnic users	Obsolescence declaration for the DGM IPT Pyrotechnic stores listed	DGM IPT Pyrotechnics
2008DIN04-026	Declaration of obsolete DGM IPT Pyrotechnic stores.	All Tri service pyrotechnic users	Obsolete declaration for DGM IPT Pyrotechnic stores	DGM IPT Pyrotechnics
2008DIN04-027	Transfer of the Print and Multi-Media facility at DSDA Llangennech	All three services	DSDA Llangennech Depot Closure	DSDA
2008DIN04-028	Closure of DE&S SCS Embarked Aviation – Phase 2 – Revised Procedures for Maritime (RN and RM) Units demanding Air Stores	All Service and Civilian Personnel	This DIN details the arrangements for the closure of DES SCS EMBAV and the transfer of the low priority Air Stores demand function RNAS Yeovilton. It completes the closure process outlined in 2007DIN04-039	SO2 (Joint Supply Chain) Forward Inventory Maritime at HQ FLEET Whale Island
2008DIN04-029	Complete Equipment Schedule (CES)	All Civilian/Service Personnel Holding CES Publications	Obsolete/amended (AC) CES Publications	DGS&E TIG

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2008DIN04-030	Policy regarding London Low Emission Zone (LEZ)	All service and civilian personnel involved in MOD Road Transport operations.	London Low Emission Zone Charges	Defence Movements & Transport Policy Division
2008DIN04-031	Global Freight Transportation Service (GFTS) Between the United Kingdom and World-Wide Destinations	Any MOD organisation needing to move freight world-wide	Guidance on how organisations are to request movement of freight through DSCOM and the GFTS contract.	Defence Supply Chain Operations & Movements (DSCOM).
2008DIN04-032	Introduction of new stores into service, Canister Hand Held Jet Spray Practice L14A1 and Canister Hand Held Jet Spray Irritant L13A1.	Land Public Order Environment	New stores into service under Pyrotechnics Canister Hand Held Jet Spray Practice L14A1 and Canister Hand Held Jet Spray Irritant L13A1.	DGM IPT Pyrotechnics
2008DIN04-033	Formation of UK MOD Gulf Commercial Office	Acquisition Staff, IPTs, formations moving into Gulf area operational theatres	The formation of a new office overseeing MOD commercial activities in the Gulf region	UK MOD Gulf Commercial Office Parent organisation is PJHQ
CHANNEL 05 - DEFENCE MANAGEMENT, ORGANISATION and BUSINESS PRACTICE				
2008DIN05-005	Defence Medical Services Department Top Structures – Next Steps Transformation Phase 1 relocations	All MOD personnel.	This DIN announces the first phase of the re-organisation of the Defence Medical Services Department as part of the Top Structures – Next Steps Project. It details the the revised structure and floorplan for DMSD desks with MOD Main Building and St George's Court.	SO2 Strategic Change, DMSD
2008DIN05-006	Relocation and re-designation of Central Air and Admiralty Medical Board (CAAMB) and Naval Aircrew Advisory Board (NAAB)	All RN CO's, BFPO CO's, Air Squadrons, Overseas Units and any unit associated with the Fleet Air Arm.	With effect from 10 March 2008, the Central Air and Admiralty Medical Board (CAAMB) will be re-designated Aviation Medical Division (AMD), and be relocated to the Institute of Naval Medicine (INM). The Naval Aircrew Advisory Board (NAAB) will also be relocated to INM.	CAAMB
CHANNEL 06 - SAFETY, HEALTH, ENVIRONMENT, FIRE				
2008DIN06-005	Joint Service Publication 392 – Radiation Safety Handbook – Next change – U.	All Service and civilian personnel managing sources of ionising and non-ionising radiation.	The next revision of JSP 392	DSC Occupational Health and Safety Team
CHANNEL 07 - TRAINING and EDUCATION				
2008DIN07-020	Armed Forces Substance Misuse Education & Training Policy	All Service and Civilian personnel involved in the management, design and delivery of Armed Forces training	This document sets out the responsibilities for the management and delivery of Substance Misuse Education and Training throughout the Armed Forces.	DGTE
2008DIN07-021	Food Safety Refresher Training – CD ROM	All Military Food Services staff	The DIN advises all Regular and Reserve forces units of the issue of a food safety refresher training package on an inter-active CD-ROM.	Defence Food Services IPT

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2008DIN07-022	Courses for All Arms and Services	All service personnel	All Arms and Service Courses	HQ ARTD Ops Branch
2008DIN07-023	MAN ERF Support Vehicle (Cargo) Training & management Measures	All units in the 3 services that will be issued with the Support Vehicle (Cargo) (SV(C))	All units in the 3 services that will be issued with the Support Vehicle (Cargo) (SV(C))	Trg Pol Br, HQ DRLC
2008DIN07-024	Joint Service Sail Training - Exercise SCOTWEST 2008	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, HMNB Clyde
2008DIN07-025	National Information Operations Course (NIOC)	Commanders, Ops staff, Info Ops/ Influence Activity staff, RNR	Notification of NIOC courses and bidding details. Course Description, Course Dates, Course Application Form and Priority Rating	Directorate of Targeting and Information Operations
2008DIN07-026	Defence Medical Training Agency (DMETA) Schedule of Courses 2008/09	Service personnel but has relevance to MOD employed civilians requiring medical training courses.	Dates and guidance on applying for DMETA Medical Training Courses	DMETA
2008DIN07-027	NCO and WO AEC delivered Command, Leadership and management (CLM) Programme 08/09	All Army Career Managers, Unit commanders and individual soldiers	Course programme for NCO and WO AEC delivered CLM	HQ DETS(A)
2008DIN07-028	Bournemouth University Postgraduate Certificate in Human Resource Management (PGC HRM)	All officers commissioned from RMA Sandhurst since 1996	Application procedure for the Bournemouth University PGC HRM programme.	HQ DETS(A)
2008DIN07-029	Close Operations Stand of the Staff College Land Combat Power Demonstration (LCPD)	All Service and Civilian Personnel	Confirmation of the plan for the LCPD, and the Close Ops Stand in particular, for 2008 and 2009.	DGTS
2008DIN07-030	Officers' Education Programme: 2008-09	All Army Career Managers, Unit commanders and individual officers	Course programme for officers' education 08/09 Military Analysis (MA) modules and Junior Officer Leadership Programme Part 3 (JOLP3)	DETS(A)
2008DIN07-031	Ex FAST NEEDLE 08 - Army Orienteering Association Short Course Championships	All Army Personnel	General instruction & entry form for the Army Orienteering Short Race Championships taking place on Wed 16 Apr 08 at Long Valley, Aldershot	Army Orienteering Association
2008DIN07-032	Ex DARK TREK 2008- Army Orienteering Association (AOA) - Inter-Unit Team Night Championships	All Army Personnel	General instruction & entry form for the Army Orienteering Inter-Unit Team Night Championships taking place on Tue 15 Apr 08 on Long Valley North	Army Orienteering Association



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2008DIN07-033	The Defence Survival, Evasion, Resistance and Extraction (SERE) Training Organisation (DSTO) Training Programme for 1 Apr 08 – 31 Mar 09.	All MOD personnel.	This DIN announces the programme of training to be conducted by the Defence Survival, Evasion, Resistance and Extraction (SERE) Training Organisation (DSTO) between 1 Apr 08 and 31 Mar 09	DSTO
2008DIN07-034	Sea Safety Training for Short Term Embarkation in HM ships	All Service and civilian personnel	This DIN details the requirement for MOD personnel (military and civilian) to undertake the One Day Sea Safety Course (ODSSC) prior to embarking in HM ships.	FLEET-CAP SC E DCFF SO3
2008DIN07-035	Exercise Long Way South 1 June – 6 July 2008	Tri Service - All Units	Exercise Long Way South details 2008	Defence School of Transport Defence College of Logistics
CHANNEL 08 - FINANCE, ACCOUNTING and BUDGETING				
2008DIN08-004	FI 04/08: Responsibility for Estates related Investment Appraisals (IAs) and Project Evaluations (PEs)	All Service and civilian personnel	This DIN clarifies the guidance contained in JSP 507 MoD Guide to Investment Appraisal and Evaluation on the issue of responsibilities for initiating and undertaking investment appraisals and project evaluations in Estates related projects.	DASA DESA (Appraisal and Evaluation Branch)
CHANNEL 09 - HONOURS, AWARDS, ROYAL and CEREMONIAL EVENTS				
2008DIN09-003	24 Sqn RAF Standard Presentation	All Service and Civilian personnel linked to 24 Sqn RAF	Details of the new 24 Sqn Standard presentation and how to apply to attend	Flt Cdr Ops 24 Sqn RAF
CHANNEL 10 - SPORTS and SOCIAL EVENTS				
2008DIN10-005	Army Sea Angling Boat Championships 10-11 July 2008	All Army Sea Anglers	2008 Sea Angling Boat Championships at Rhyl, North Wales 10-11 Jul 08. Open to all serving, NRPS and TA members.	Army Angling Association/Army Sport Control Board
2008DIN10-006	RAF WARMA 2-Day March 2008	All Service and civilian personnel.	Application procedures and information regarding RAF 2 Day March 2008, the RAFWARMA Championship event.	HQ Air Cadets
2008DIN10-007	Joint Services Funchal 500 2008	All service personnel, regular and reservists.	Details and dates of FUNCHAL 500 2008	Joint Service Adventurous Sail Training Centre Gosport
2008DIN10-008	Ministry of Defence Sports Day 2008	All civilian staff	Venue and arrangements for entrants and spectators for Sports Day 2008, 4 July.	Defence Sports and Recreational Association
2008DIN10-009	Army Boxing Association Novice Individuals Championships 22-24 Apr 08	All Regular Army personnel	Instruction contains Calling Notice, Admin Instrs and Entry Forms for the Army Novice Individuals Boxing Championships	Army Boxing Association/Army Sport Control Board

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2008DIN10-010	The Royal Air Force Sailing Association Dinghy Sailing Regatta 2008	All Service and Civilian Personnel	Details of the RAFSA Dinghy Sailing Regatta - 24 <sup>th</sup> -25 <sup>th</sup> May 2008 and pre event Race and Spinnaker training on 24 <sup>th</sup> -25 <sup>th</sup> May 2008	Royal Air Force Sailing Association
2008DIN10-011	The Combined Services Chess Championships (CSCC) 2008.	All Service and civilian personnel.	The purpose of this instruction is to notify all Service and civilian personnel of the Combined Services Chess Championships, 22 – 26 May 08, at RAF Cranwell. The Championships are open to chess players of any standard.	Combined Services Chess Association (CSCA).