

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
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				

REF	Title (includes Hyperlink)	Audience	Contains	Sponsor Branch
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