

July 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 July 2007 and 31 July 2007**.

2 If you fit the description of the audience of a Defence Council Instruction - you must read it.

REF	Title	Audience	Contains	Sponsor Branch
Advance notice of August DIN				
2007DIN05-032	Defence Instructions and Notices (DINs) – A Guide for Readers and Writers	All Service and Civilian Personnel	This revised guidance on how the DIN system operates replaces that contained in 2005DIN01-001 and gives details of changes to the DIN channel numbers as well as introducing a new template for submitting DINs to moderators.	DGMC Defence PR Bureau
2007DIN05-033	Army Procedures for controlling DINs	Army Personnel who intend to write a DIN, all Competent Army Authorities (CAAs), and DIN Moderators	Procedures for authors, CAAs and DIN moderators to ensure that Army generated DINs have been approved by the relevant Army subject matter expert and warrant Defence wide circulation	DGS
CHANNEL 01 - DEFENCE COUNCIL INSTRUCTIONS				
CHANNEL 02 - PERSONNEL				
2007DIN02-206	PI 79/07: Civil Service Additional Voluntary Contributions (CSAVC)	All civilian staff in MoD and its Agencies	An annual DIN to remind civilian staff of the opportunity to have non-consolidated pay or bonuses paid into a CSAVC fund. The procedure is explained in brief, includes a deadline for 06/07 performance bonuses to be paid into AVC fund, and gives details of where further information can be accessed.	DGCP-EF Pensions Policy Team

REF	Title	Audience	Contains	Sponsor Branch
2007DIN02-207	PI 80/07: Announcement on Civil Service Pension Reform: Update on Proposals	All civilian staff who are members of the Principal Civil Service Pension Scheme (PCSPS) or those who are eligible but have opted out, all TLB Focal Points, PMA transition teams, Employing Depts & HR Branches in MoD and its Agencies who are responsible for PCSPS members.	Details of the Cchanges for Classic, Classic Plus & Premium scheme members. Added Pension for over 60s and increased tax-free cash from 1 October 2007. Added Pension for all members, increased pension service limit & flexible retirement provision from 1 March 2007.	DGCP Employment Framework Pensions Policy Team
2007DIN02-208	Duke of York's Royal Military School (DYRMS), Dover (Co-educational)	All Service Personnel	Notification of entry criteria for DYRMS.	HQ DETS(A)
2007DIN02-209	Remunerative measures for Defence Nursing Services	All Nursing Officers and Other Rank Nurses of the Defence Nursing Services	Information for Nursing Officers and Other Rank Nurses on a new Financial Retention Incentive	SP Pol Pay and Charges
2007DIN02-210	Guidance on Regimental Career Management Officers – Employment and Training	A&SDs; MCM Divs; RCMO employing officers; and all military and civilian RCMOs, CMOs and ROSOs	Detail of RCMO employment and training and the bidding procedure for the RCMO Course	MS(C), APC
2007DIN02-211 Cancelled replaced by 2007DIN02-221	DALS Transfer Scheme	Serving Direct Entry Regular Army officers with 2-5 years commissioned experience	Policy and arrangements for selection of Army officers for transfer to ALS including sponsorship of legal training and service in ALS (DALS Transfer Scheme)	HQ DALS
2007DIN02-212	Third Tri-Service Conference on Lesbian, Gay, Bisexual and Transsexual Matters.	All Service Personnel	Details of Royal Air Force Sponsored Tri-Service Conference on LGBT Matters, London, 1-2 Nov 07	DACOS Pers Pol
2007DIN02-213 replaces 2007DIN02-200	Specialist Pay (Submarine) – Revised Entitlement to Increment Level 5	All Royal Navy Personnel	Specialist Pay (Submarine)	D SP Pol P&A
2007DIN02-214 replaces 2007DIN02-175	Sick Berth Petty Officers' Efficiency Medal 2006 Award	All Units with RN Medical Staffs	Result of 2006 award of Sick Berth Petty Officers' Efficiency Medal	Medical Director General (Naval)

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2007DIN02-215	MOD Resident Clerk: Their role and provision of out-of-hours contact details for MOD staff	All service and civilian personnel.	To inform personnel of the role of Resident Clerks and to remind MOD branches to send out-of-hours contact details for their staff to the Resident Clerk.	DGCP
2007DIN02-216	Relocation of SaBRE Team	All Service and Civilian Personnel	New SaBRE Team Contact Details	DRFC DD Ops Sp
2007DIN02-217	Procedures for Defence Visitors to Australia	All Service and Civilian Personnel	Instructions for and Applications to visit Australia	British Defence Liaison Staff, Canberra
2007DIN02-218 replaces 2007DIN02-078	PI 81/07: Increase in the Rate of Excess Fares Allowance from 6 April 2007	All Civilian staff in MOD and its Agencies	From 6 April 2007, if you are in receipt of an Excess Fares Allowance (EFA) based upon public transport costs in accordance with the Policy Rules and Guidance (PRG), Change of Work Location in the UK, you will have your payments increased by 1.9%	DGCP-EF PMRR
2007DIN02-219	PI 82/07: Permanent Transfer Allowances – Additional Housing Costs Allowance (AHCA)	All Civilian staff posted on a permanent transfer who have an entitlement to AHCA	New revised Building Society Rate used to calculate Additional Housing Costs Allowance (AHCA).	DGCP-EF PMRR
2007DIN02-220	Service Life and Personal Accident Insurance Declaration Form	All Service Personnel (Regulars and Reserves)	Announces the introduction of the Service Life and Personal Accident Insurance Declaration Form	AD SP Pol Allowances 3
2007DIN02-221 replaces 2007DIN02-211	DALS Transfer Scheme	Serving Direct Entry Regular Army officers with 2-5 years commissioned experience	Policy and arrangements for selection of Army officers for transfer to ALS including sponsorship of legal training and service in ALS (DALS Transfer Scheme)	Headquarters Directorate of Army Legal Services (HQ DALS)
2007DIN02-222	The Ruth Carter Prize for Nurses	All QARNNS Personnel	Criteria for prize nomination	Fleet Medical Division
2007DIN02-223	PI 83/07: Withdrawal of Equitable Life Additional Death in Service Life Cover from the Civil Service Additional Voluntary Contribution Scheme (CSAVCs) and NHS PS Additional Voluntary Contribution Scheme.	All PCSPS members and NHS PS members who already have additional Death in Service cover with Equitable Life	Notification of the end of Equitable Life Additional Death in Service Cover wef 27 March 2007	DGCP-EF Pensions Policy Team

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2007DIN02-224	RN Intelligence Specialist Officer.	All RN, RM, RNR and RMR Officers	Information regarding the launch of the Royal Navy Intelligence Specialist Officer and the associated organisation, training and transitional arrangements.	FLEET-N6 ISTAR INT SO1
2007DIN02-225	The Naval Service Dependents' Fund	All Royal Navy & Royal Marine Personnel	Procedure for Naval Service Dependant Fund from 01/08/07	FLEET-NLM
2007DIN02-226	PI 84/07: Changes to Civilian Detached Duty Expenses, Transfer and Relocation Policies and Associated Arrangements	All Civilian staff in MOD	Gives details of the changes to policy on Detached Duty Expenses, Transfer and Relocation arrangements and entitlements in the UK and Overseas	DGCP-EF PMRR
2007DIN02-227	PI 85/07: Revised Civilian Development Review arrangements 2007/2008 (previously the mid-year review – PADR MOD Form 1720A)	All civilian staff and their managers	Structured arrangements for civilian development	DGCP Corporate Capability Skills and Development DD
2007DIN02-228	New MoD Stationery Suppliers	All Service and Civilian Personnel	Explanation of the new Stationery arrangements in place post 01 October 2007	Office Solutions CMT
2007DIN02-229	The Charities Payroll Giving Scheme	All	Information on charitable giving in a tax efficient manner direct from pay	SP Pol Welfare
2007DIN02-230	PI 86/07: 2008 Band B2 Promotion Review	Broader Band C staff, including Trading Funds, Band B staff recruited externally via open competition and their Line Managers	Application process and sift arrangements for staff seeking an invitation to the 2008 Band B Assessment Centre	PPPA RD&P Promotion (B)
2007DIN02-231	PI 87/07: Civilian performance management arrangements 2006/07 and 2007/08	All civilian staff and their managers (See details within the instruction)	Arrangements for Civilian performance management 2006/07 and 2007/08	DGCP-EF
2007DIN02-232	PI 88/07: Annual Leave entitlement for Part time Irregular Hours staff	All civilian staff on part time irregular hours contracts	Annual leave entitlement to be on a pro-rata basis of full-time staff as a result of The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2002	DGCP - EF Diversity
CHANNEL 03 - DEFENCE POLICY AND OPERATIONS				
CHANNEL 04 - LOGISTIC SUPPORT, EQUIPMENT and MATERIEL				
2007DIN04-090	Obsolete and Obsolescent TEM Controlled Test and Measurement Equipment	All three services	Obsolete and Obsolescent declaration of GPTME	T&M

REF	Title	Audience	Contains	Sponsor Branch
2007DIN04-091	Weapon Equipment – Declaration of obsolete/obsolescent status	All Service and civilian personnel	Obsolete/obsolescent declaration of Weapon Equipment	SCS(PS)Maritime
2007DIN04-092	Utilisation of Existing pan-MOD Corporate Enabling Contracts for Ad Hoc Procurement	All MOD Purchasers of Equipment, Goods & Services	Application of Commercial (former Procurement) Process Owners Exemption Procedure	Defence Commercial Directorate Sec
2007DIN04-093	Update of Policy regarding MoD Control of Contracted Road Transport Activities	All service and civilian personnel involved in MOD Road Transport operations and Commercial Practices	Definition of Control – Defence Contractors and Military Vehicles	Defence Movements & Transport Policy Division
2007DIN04-094	Policy regarding No Smoking in MoD Vehicles and the Signage Requirement	All service and civilian personnel involved in MOD Road Transport operations.	No Smoking in MoD Vehicles - Signage	Defence Movements & Transport Policy Division
2007DIN04-095	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)
2007DIN04-096	Legal Review of Newly Acquired or Developed Weapons and Associated Equipment	All Service and civilian staff employed in acquisition, development, procurement and modification of weapons or related systems	tatement of and guidance on the UK's legal responsibilities for the review of new weapons, means and methods of warfare. Guidance and direction to acquisition, procurement, project and technical staffs as to how, when and by whom the review is conducted.	DCDC Legal
2007DIN04-097	JSP 456 Defence Catering Manual	All Service Personnel	JSP 456 Volume 1(Edition 3) and Volume 2 (Edition 3)	DFS IPT
2007DIN04-098	Declaration of obsolete pyrotechnic equipment flare countermeasure DSTL02	All Tri service airborne pyrotechnic users	Obsolete declaration for flare countermeasure DSTL02	DGM IPT Pyrotechnics
2007DIN04-099	MOD Filters Contracts	MOD Integrated Project Team (IPT) Order Managers/Buyers and MOD Agencies	Raising awareness of MOD Filters Contracts	DPROC Glasgow
2007DIN04-100	Complete Equipment Schedule (CES)	All Civilian/service Personnel Holding CES Publications	Obsolete/amended (AC) CES Publications	(DGS&E) (TIG)
CHANNEL 05 - DEFENCE MANAGEMENT and ORGANISATION				
2007DIN05-029	Impact Assessment in Defence	All staff involved in developing policy	Information on the new Impact Assessment tool being introduced by the Cabinet Office	DGMO DOMD External Relations Unit

REF	Title	Audience	Contains	Sponsor Branch
2007DIN05-030	JSP 441 – The Defence Records Management Manual: Publication of Version 3.0	All Civilian and Service personnel	JSP 441 – The Defence Records Management Manual: Publication of Version 3.0	DG Information – Corporate Memory Records Team
2007DIN05-031	Annual Folder Part Cut-Off in Meridio on DII/C	All Information Managers with Accelerator capability	Mandatory Departmental policy to address the automatic closure of electronic folder parts at the end of each calendar year.	DG Information – Corporate Memory Electronic Records Management Team
CHANNEL 06 - TRAINING and EDUCATION				
2007DIN06-099	Chartered Management Institute (CMI) 'Fast Track' Membership	All Army Personnel	Application procedure for 'Fast Track' membership of Chartered Management Institute.	HQ DETS(A)
2007DIN06-100	Bournemouth University Postgraduate Certificate in Human Resource Management (PGC HRM)	All Army Personnel	Application procedure for the Bournemouth University PGC HRM programme.	HQ DETS(A)
2007DIN06-101	City & Guilds Senior Awards	All Army Personnel	Application procedure for The City & Guilds Senior Awards through HQ DETS (A)	HQ DETS(A)
2007DIN06-102	City & Guilds Communication and Numeracy awards for EPC and EFP courses	All Army Personnel	Application procedure for City & Guilds Communication and Numeracy awards after completing EPC or EFP.	HQ DETS(A)
2007DIN06-103	Edexcel/BTEC Level 5 Diploma in Professional Management Studies.	All Army Personnel	Application procedure for the Edexcel/BTEC Diploma in Professional Management Studies.	HQ DETS(A)
2007DIN06-104	Licentiate Membership of The Chartered Institute of Personnel and Development (CIPD)	All Army Personnel	Application procedure for Licentiate Membership of the CIPD	HQ DETS(A)
2007DIN06-105	Newcastle Business School Diploma of Higher Education (Dip HE) in Applied Management	All Army Personnel who have supervisory experience at Corporal or above.	Application procedure for the Diploma HE in Applied Management.	HQ DETS(A)
2007DIN06-106	Bournemouth University Foundation Degree in Business Management (FdA) (E-Learning)	All Army Personnel	Application procedure for Army personnel wishing to apply for the Bournemouth University Foundation Degree in Business Management .	HQ DETS(A)
2007DIN06-107	Army Sea Angling Shore Championships Oct 07	All Army Personnel	2006 Sea Angling Shore Championships at Kent 7-9 Oct 07. Open to all serving, NRPS and TA members.	AAF/ASCB

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2007DIN06-108	Calling Notification for Dental Hygienist Training	Any Branch/Trade from all three Services with a 3 year Return of Service after June 2010	The academic requirements and application process for personnel wishing to undertake Dental Hygienist Training	The academic requirements and application process for personnel wishing to undertake Dental Hygienist Training
2007DIN06-109	Joint Services Expeditions Trust (JSET)	Service Personnel.	Guidance on making an application for a grant to the Joint Services Expeditions Trust.	DGTE
2007DIN06-110	Divers specialisation Acquaint	All RN and RM Personnel	Details of Diver Specialisation Acquaint, Acquaint Content and Joining Instructions	Commanding Officer, Defence Diving School
2007DIN06-111	Training in Management Accountancy	Army Majors, Captains, Lieutenants and SNCOs	Training route, eligibility, timescales and applications	Management Accountancy Services Army (MAS(A))
2007DIN06-112	Lt Cdr Hooper Essay Competition for Junior Rates and Ranks within the Naval Service – Regulations and Subjects for 2007	Full time Junior Rates and Ranks in the naval service	Notification of eligibility of RN personnel to enter the Lt Cdr Hooper Essay Competition.	FLEET NTE
2007DIN06-113	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
2007DIN06-114	ME418A AD Stevedore training course.	Tri-Service Personnel appointed to undertake Slinging duties and their supervisors/managers	Delivery of the ME418A AD Stevedore by Computer Based Training (CBT) now deliverable at three Waterfront Learning Centres (WLCs) and on the Defence Learning Portal (DLP) providing FLEET with personnel who are suitably trained Slingers.	Royal Naval School of Marine Engineering, HMS Sultan Gosport.
2007DIN06-115	Defence Academy of the United Kingdom, Short Courses at the Defence College of Management and Technology (DCMT) – Academic Year 2007/2008	All Service and Civilian Personnel	Details of DCMT Short Courses and application procedure	Training Office, DCMT
2007DIN06-116	Medical Certification for Service Sports Divers	All service sports divers and all defence medical personnel.	Change in the procedure for certification of fitness for service sports diving	NLM PAT

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2007DIN06-117	Project Management Development Programme (PMDP)	All Service and Civilian Personnel	Information on the Project Management Development Programme (PMDP) and how to apply for a place on it.	Through Life Project Management Group
2007DIN06-118	The Regimental Career Management Officers Seminar 2007	All military and civilian RCMOs, CMOs and ROSOs	Detail and bidding procedure for the Military Secretary's 2007 RCMO Seminar	MS(C), APC
2007DIN06-119	Royal Navy Alpine Championships 2008	All RN,RM,RNR,RMR Personnel	Programme, Rules and Regulations For RN Alpine Championships 2008	HMS TEMERAIRE
CHANNEL 07 - SAFETY, HEALTH, ENVIRONMENT, FIRE				
2007DIN07-024	MOD Road Safety Week 5-11 Nov 07	All Service and Civilian Personnel, Defence Transport Managers and Defence Road Safety Advisors	Guidance for Units on activities they may wish to undertake to help reduce road accidents and injuries	Defence Movements & Transport Policy Division
2007DIN07-025	JSP 800 - Defence Movements And Transport Regulations	All Service & Civilian Personnel	Contains details of the re-titling of Defence Movements and Transport Regulations	DE&S - Defence Movement & Transport Policy Division.
CHANNEL 08 - SECURITY				
2007DIN08-012	Reporting the loss/theft of MOD Vehicles and Vehicle Registration Numbers.	All MOD Service and civilian personnel	Procedures for reporting the loss/theft of MOD Vehicles and Vehicle Registration Numbers.	DDefSy
2007DIN08-013	MOD Encryption Policy – Compliance Requirements for Commercial Equivalents to Baseline Grade Encryption – Version 1	IT System and Project Security Officers, Accreditors, COMSEC Officers	Defines new MOD policy for the encryption of RESTRICTED and below electronic mail, where Baseline Grade encryption products are not available	DDefSy
2007DIN08-014	MOD Information Security Incident Reporting Scheme (MISIRS) Update	Information Security staffs in MOD including Principal Security Advisers, WARPs ,TSTs and, MRCs	Introduction of new MIRIRS Blackthorn database and notification of changes in procedures to JSP 541	DDEFSY JSYCC
CHANNEL 09 - FINANCE, ACCOUNTING and BUDGETING				
2007DIN09-021	FI 21/07: New Acquisition Procedures For MOD Forms Relating To Paper Record Management	Budget staff and those responsible for ordering MOD forms	Transfer of budgetary responsibility and guidance on how to obtain MOD forms until now paid for by DG Info	DG Info

REF	Title	Audience	Contains	Sponsor Branch
2007DIN09-022	FI 22/07: Non-entitled messing and accommodation charges at the Joint Services Command and Staff College (JSCSC) academic year 01 Aug 07 to 31 Jul 08	All Service and Civilian Personnel	Announcement of revised charges for messing and accommodation, and rates of allowance applicable to international officers attached to the JSCSC	JSCSC
2007DIN09-023	FI 23/07: Non-entitled charges for messing, single accommodation and Service Families' Accommodation for Financial Year 2007-08	All Service and Civilian Personnel	The purpose of this instruction is to set out the non-entitled charges for Financial Year 2007-08 that apply in the UK in respect of: a. Messing and Single Accommodation; b. Service Families' Accommodation provided to international personnel; c. Non-entitled garage charge; d. Non-entitled Casual Meal charges	DGFM Finance Policy (Repayment)
2007DIN09-024	FI 24/07: Suspension (Waiver) of Import Duty on Certain Weapons and Military Equipment	Senior Finance Officers, Budget Managers and all staff involved in the procurement process	Guidance on the issue of Waiver Certificates for goods eligible for Import Duty waiver under EC Regulation 150/2003	DGFM Tax & Duty team
CHANNEL 10 - HONOURS, AWARDS, ROYAL and CEREMONIAL EVENTS				
2007DIN10-009	Army Band Tasking Procedure	All Service Personnel	Information on the correct procedures for acquiring the services of an Army Band	HQDCAMUS for CRF