

# DIN DIGEST for February 2009

REF	Title (includes hyperlink)	Audience	Contains	Sponsor Branch
Cancelled DIN				
CHANNEL 01 - PERSONNEL				
2009DIN01-017	Introduction to new Weapons, Ordnance, Munitions & Explosives (WOME) Job Codes, version 1, January 2009	All staff in the MOD and its Agencies who are within the WOME community	Information on the creation of new job codes for the Weapons Ordnance Munitions and Explosives community.	DE&S
2009DIN01-018	The Naval Service Prizes and Awards Fund	All Service Personnel	The Naval Service Prizes and Awards allocation and procedure for 2009	The Royal Navy and Royal Marines Charity
2009DIN01-019 <i>Update of 2008DIN01-124</i>	Naval Service terms of service - Update of Standard Initial Training Periods (SITP) for RN Ratings and RM Other Ranks	All Naval personnel, particularly Ratings and Other Ranks	This DIN announces the current SITPs in force, updating those shown in 2008DIN01-124	FLEET-DNPERS HR Services
2009DIN01-020	Introduction of the Leading Aircraft Controller FRI	All RN Aircraft Controllers	This DIN announces the introduction of the Leading Aircraft Controller FRI	Aircraft Controller
2009DIN01-021	Relocation Allowances – Additional Housing Costs Allowance (AHCA) for Renters	All Civilian staff in MOD and Met Office posted on a permanent transfer as a renter and who have an entitlement to AHCA	Annual Increase For Staff with Renter Status and in Receipt Of AHCA	PPPA Relocations
2009DIN01-022	Late Entry (LE) Commission in the Royal Artillery (RA) and Army Physical Training Corps (APTC)	All Army Warrant Officers	Eligibility and procedures for applications from warrant officers to commission into RA & APTC	RA/APTC Officers Wing, APC Glasgow
2009DIN01-023 <i>Amendment 3 to 2008DIN01-105</i>	Royal Navy and Royal Marines Officers: 2009 Transfer, Promotion, and Sea, Air and Military Command Selection Boards - Instructions to Reporting Officers and Report Administrators	RN and RM Officers, Reporting Officers and Administrators	Royal Navy and Royal Marines Officers: 2009 Transfer, Promotion, and Sea, Air and Military Command Selection Boards - Instructions to Reporting Officers and Report Administrators	FLEET-DNPERS
2009DIN01-024 <i>Replaces 2007DIN02-100</i>	Policy on the Care of Service Personnel Under the age of 18	Commanding Officers	Issue of revised policy document on the care of Service personnel under the age of 18	SPPol
2009DIN01-025	Challenge Cymru	All MOD civilian personnel and line managers	Challenge Cymru	PPPA Learning & Development
2009DIN01-026	Advanced Command and Staff Course	All MOD Civilian personnel and line managers	Advanced Command and Staff Course	PPPA Learning & Development
2009DIN01-027	Challenge Cymru Assistant Team Leader	All MOD civilian personnel and line managers	Challenge Cymru Assistant Team Leader	PPPA Learning & Development

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2009DIN01-028	Royal Navy and Royal Marines Officers: 2010 Transfer, Promotion and Sea, Air and Military Command Selection Boards - Instructions to Reporting Officers and Report Administrators	RN and RM Officers, Reporting Officers and Administrators	Transfer, promotion and command eligibility criteria, selection board and announcement dates, and detailed appraisal reporting instructions	FLEET-DNPERS
2009DIN01-029	Organist Fees	All commissioned Chaplains	Civilian Accompanist Fees	DGNCS
2009DIN01-030	Reserve Forces – Opportunities for additional periods of permanent (mobilised) service	All members of the Reserve Forces and those responsible for their management and mobilisation	Changes in legislation to allow reservists who have completed a period or periods of permanent (mobilised) service to undertake additional periods of service	DRFC
2009DIN01-031	Volunteers for 4/73 (Sphinx) Special OP Battery Royal Artillery	All service personnel	This DIN provides details of the Surveillance and Target Acquisition Patrols Course (STA PC) and the procedures through which Tri-Service volunteers, both regular and territorial, may apply to serve with 4/73 (Sphinx) Special OP Battery. Volunteers who successfully complete the course will be posted to the Battery for two years. RA soldiers volunteering to become STA Patrol Soldiers should follow the instructions as laid down in Royal Artillery MCM General Instructions 1.3.	4/73 Battery
2009DIN01-032	Ex Gratia Payments in lieu of Maternity Allowance	All Service Personnel and Unit HR Staff	Details of supporting policy and processes relevant to Service personnel and their families authorisation for Ex-Gratia payments in lieu of Maternity Allowance to Service personnel.	SP Pol Accommodation, Families & Welfare
2009DIN01-033 Replaces 2006DIN02-152	MoD Provision of Passports - DPRC	Service Personnel and MoD Civilians on posting and duty overseas.	Guidance on purchasing Passports via the MoD	DPRC
2009DIN01-034	General Medical Practitioner Associate Trainer Pay (GMPATP)	All General Medical Practitioners	Pay Policy for General Medical Practitioner Associate Trainer Pay	DMSD-SO2 Med Pers Pol Dev
2009DIN01-035 Replaces 2008DIN01-285	Support to staff studying for a finance qualification	All non-industrial staff in the MOD and its Agencies	Guidance on study leave allowances and the payments available to staff for the attainment of specified finance qualifications	Finance Management Policy and Development
2009DIN01-036 Replaces 2008DIN01-087	Late Entry (LE) Commission in the Royal Corps of Signals (R SIGNALS)	All Military Personnel	Eligibility and procedures for applications from warrant officers to commission in R SIGNALS	R SIGNALS Officers Wing, APC Glasgow
CHANNEL 02 - SECURITY and INTELLIGENCE				
2009DIN02-003 Replaces 2008DIN02-018	Hand Carriage of Laptops	All Service and Civilian MOD Personnel	To update staff on revised security regulations governing the hand carriage of laptops carrying official information	Defence Security Division

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CHANNEL 03 - DEFENCE POLICY AND OPERATIONS				
CHANNEL 04 - DEFENCE EQUIPMENT and SUPPORT and the DEFENCE ESTATES				
2009DIN04-015	Job Information Card Policy	All personnel connected with Maritime Engineering Maintenance Instructions	Description of the policy for, and method of, producing and updating maintenance Job Information Cards within RN TOOLKIT.	Maritime Maintenance Support Group
2009DIN04-016 Replaces 2007DIN04-121	Utilisation of Existing Microsoft Agreements	All MoD purchasers of Microsoft Software including MoD sponsors of Prime Contractors using Microsoft on MoD's behalf.	Procurement of Microsoft Software	Chief Information Office (formally DG Info)
2009DIN04-017	MOD Software Enterprise Agreements	All MOD software purchasers (including software as part of a system or equipment)	2007DIN05-035 found on ISS Commercial Enabling Home page under Enabling Agreements	Defence Equipment & Support ISS Commercial Director
2009DIN04-018	Supplementary to Review of allowances for the Full Body Harness patt no 23C/4240-99-6826565 and Waist Belt Restraint 23C4240-99-4299228.	All RN, RFA and RN Shore Establishments	Guidance, including allowances to all RN, RFA and Shore Establishments of the 23C WAH equipment, together with a reminder of current NSNs and the life of the equipment. Additionally up to date address and contact details of the Working at Height Support Cell Authority.	AC GSE6 Working at Height Support Cell Authority
2009DIN04-019	Removal of EMER WORKSHOP M011	All users of EMER WORKSHOP M011	Removal EMER WK M011.	DE&S, Safety & Engineering, Land, Equipment Policy.
2009DIN04-020	Obsolete and Obsolescent TEM Controlled Test and Measurement Equipment	All three services	Obsolete and Obsolescent declaration of GPTME	DS& TE IPT
2009DIN04-021	Introduction Into-service of the BRACIS Version 10 Software and New Support Contact Number	All BRACIS Users	This DIN introduces the replacement and disposal of BRACIS Version 9 with BRACIS Version 10 Software	ISS Section, CBRN IPT, DES
2009DIN04-022	The Process and Priorities for the Allocation of Heavy Equipment Transport	All UK Organisations, Agencies and Units involved in bidding for, tasking of, or resourcing MOD Heavy Lift Assets	Description of the procedures for bidding, prioritisation and allocation of MOD Heavy Lift assets in UK	D Log A
2009DIN04-023	Accommodation Booking – HQ Cardiff Station, Maindy Barracks, Cardiff CF14 3YE	All Service/Civilian personnel requiring accommodation at this establishment.	New instructions for those wanting to book transit accommodation at the above establishment	HQ Cardiff Station
2009DIN04-024	Declaration of Obsolete of the TC Laundry unit washing machine spin (retrospective). NSN 3510 99 215 0271	TRI - Service	Informing the authority that the TC Laundry unit washing machine spin is Obsolete (retrospective).	Light Weapons Photographic Power and Batteries Integrated Project Team (LWPB IPT)

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2009DIN04-025	Urgent Operational Requirements Guide Standing Instruction (Version 5)	Anyone in Defence involved with the UOR process.	This DIN provides policy guidance on the UOR process, and how to write, approve and procure a UOR for Operations.	Directorate of Equipment Programme,
2009DIN04-026	The Utilisation of Software Enterprise Agreements	All MoD Software purchasers (including Software as part of a system or equipment)	Information on how Enterprise Agreements may be utilised for the procurement of Software under the MoD Tender Process.	Defence Equipment & Support ISS Commercial Director
2009DIN04-027	Removal of EMER Test & Measurement A028 Chapter 520.	All users of EMER TM A028 Chapter 520	Removal of EMER TM A028 Chapter 520.	DE&S, Safety & Engineering, Land, Equipment Policy
CHANNEL 05 - DEFENCE MANAGEMENT, ORGANISATION and BUSINESS PRACTICE				
2009DIN05-006	Restructuring of the Air Staff following Streamlining	All	This DIN explains how the Directorate Air Staff will be restructured from 1 January 2009 as a result of Streamlining. An organisation chart for the Air Staff is attached and a link provided to the "AIR" secretariat matrix	Air Commodore Air Staff (Air Cdre AS)
2009DIN05-007	Move of Headquarters 1 Assault Group Royal Marines from Royal Marines Poole to Her Majesty's Naval Base Devonport	All Service and civilian personnel'	In December 2008 the Headquarters 1 Assault Group Royal Marines (HQ 1AGRM) moved from RM Poole to HMNB Devonport. This document provides contact details for the staff of 1 AGRM and an explanation of the 'parenting' role of 1 AGRM	FOST
2009DIN05-008	Defence Academy – College of Management & Technology	All Service and Civilian Personnel	Notice of the formation of the Defence Academy – College of Management and Technology (DA-CMT) in Apr 09 to replace the Defence College of Management and Technology (DCMT).	Defence Academy DCMT Commandant
CHANNEL 06 - SAFETY, HEALTH, ENVIRONMENT, FIRE				
2009DIN06-004	Change of address for QinetiQ, Pyestock	All MOD Personnel with F&L responsibilities	Change of address for fuel samples	HQ Defence Fuels Group (DFG)
2009DIN06-005	Publication of the Naval Reactor Plant Authorisee Nuclear Safety Management Arrangements Issue 1 December 2008	All service and civilian personnel involved in the Naval Nuclear Propulsion Programme	The issue of the Naval Reactor Plant Authorisee's Nuclear Safety Management Arrangements replaces existing NP-IPT sponsored publications including BR3018 Nuclear Safety Management of Naval Reactor Plant	DES SM NP-IPT
2009DIN06-006	Publication of JSP 538 Issue 2 – Regulation of the Nuclear Weapons Programme	All Service and civilian personnel involved with Nuclear Weapons Programme activities	Announcement of Publication of JSP 538 Issue 2 Regulation of the Nuclear Weapons Programme.	Defence Nuclear Safety Regulator
2009DIN06-007	Publication of JSP 518 Issue 3 – Regulation of the Naval Nuclear Propulsion Programme	All Service and civilian personnel involved with Naval Nuclear Propulsion Programme activities.	Announcement of Publication of JSP 518 Issue 3 – Regulation of the Naval Nuclear Propulsion Programme.	Defence Nuclear Safety Regulator

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CHANNEL 07 - TRAINING and EDUCATION				
2009DIN07-012	Maritime Warfare Centre Courses – Spring Term 2009 - Spring Term 2010	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
2009DIN07-013	University of Portsmouth – Learning at Work Degree (Partnership Programme)	All Naval Service personnel.	Guidance for naval service personnel wishing to study for Batchelor/Masters Degrees with the University of Portsmouth through the Partnership Programme	FLEET-FOST TE EL3
2009DIN07-014	Joint Service Sail Training - Exercise SCOTWEST 2009	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
2009DIN07-015 Replaces 2007DIN07-069	Training - Institute of Naval Medicine - Courses to be held 1 April 2009 to 31 March 2010	All Service & Civilian Personnel	A list of training courses run at the Institute of Naval Medicine for entitled personnel, with application form.	Institute of Naval Medicine
2009DIN07-016 Replaces 2008DIN07-116	2009 Airworthiness for Military Aircraft Course – Defence Academy Shrivenham	Officers, SNCOs and civil servants of equivalent ranks who exercise, or are about to exercise, delegated airworthiness authority.	Course details, dates and application form	DES SE Air DMSD Policy
2009DIN07-017 Replaces 2006DIN06-154	Language Training for Spouses Accompanying Service Personnel Selected to Fill Overseas Appointments	Spouses Accompanying Service Personnel Selected to Fill Overseas Appointments	This DIN describes the process by which Service Personnel, who have selected for overseas appointments and are accompanied by their spouses, may seek confirmation of language training for their spouses.	CO DSL (9)4255 3230
2009DIN07-018 Replaces and updates 2008DIN07-120	Updated Version of JSP 822 Assurance of Individual Training The Defence Systems Approach to Training Quality Standard First and Second Party Audit of Defence Individual Training	All Service and civilian staff responsible for the management of training within Defence Individual Training.	Training and Education Policy – Defence Individual Training Policy	DGT&E
2009DIN07-019 Replaces 2008DIN07-080	Accreditation for the Hydrography, Meteorology and Oceanography (HM) specialisation from the University of Plymouth	All HM specialisation officers and ratings	Higher Education (HE) accreditation opportunities available to members of the HM specialisation	FOST HM
2009DIN07-020	Pre-deployment Training for SO1 and SO2 Equipment Capability posts on Ops HERRICK and TELIC.	All personnel nominated to act as SO1 or SO2 EC in Ops HERRICK and TELIC.	This DIN promulgates details of a new 3-day pre-deployment briefing package for future Op Herrick and Telic, SO1 Equipment Capability Officers (SO1EC).	Directorate of Equipment Programme
2009DIN07-021	Guidance for Commanding Officers of Units with Service Sub Aqua Diving Clubs	All Commanding Officers, Delegated Officers and all personnel involved in Sub Aqua Diving	To inform Commanding Officers of their responsibilities for Sub Aqua Diving within their Units and to describe the supervisory and management structure available to advise and assist them in carrying out their duties	HMS TEMERAIRE SO2AT

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2009DIN07-022	Exchange Au Pair Scheme FY 09/10	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	DGS
2009DIN07-023	Higher Defence Studies Programme: Policy for Academic Year 10 – 11	Regular Army Officers.	Details about the Higher Defence Studies Programme (MPhil and Service Fellowships); the rules and conditions governing the programme and the application procedure for 10/11.	HQ DETS(A)
2009DIN07-024 Replaces 2007DIN06-002	Basic Close Combat Skills (BCCS) – Instructor Training	Army Unit Training Staff	Information on BCCS training & capability within the Army and detail on the loading of students onto the All Arms Basic Tactics Instructor (AAB Tac Instr) Course	HQLF, DTrg(A)
CHANNEL 08 - FINANCE, ACCOUNTING and BUDGETING				
2009DIN08-001	FI 01/09: Brunei Bill – Cost Reporting Instructions	Any Establishments or Branches involved with providing services to the Gurkha Battalion in Brunei	Background to Brunei Bill. Cost Reporting requirements. List of Reporting Points	HQ 4 <sup>th</sup> Division
2009DIN08-002	FI 02/09: Cash Offices – CRUISE Files not processed	Cash Offices, Imprest Operators, MG's, TLB Control Account Focal Points	The need to submit CRUISE files promptly and accrue for expenditure at year ends	FMSSC ABS Cash & Banking Services
2009DIN08-003	FI 03/09: Cash Offices – Surprise Checks	Cash Offices, Imprest Operators, MG's, TLB Control Account Focal Points	The requirement for Cash offices to carry out Surprise Checks	FMSSC ABS Cash & Banking Services
CHANNEL 09 - HONOURS, AWARDS, ROYAL and CEREMONIAL EVENTS				
CHANNEL 10 - SPORTS and SOCIAL EVENTS				
2009DIN10-006	Army Golf Association Major Golf Events 2009	All Army personnel	This DIN covers the main Army level golf events organised by the Army Golf Association in 2009	Army Sport Control Board/Army Golf Association
2009DIN10-007	Army Boxing Association Novice Individuals Championships 12-14 May 09	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
2009DIN10-008	Army Inter Unit Cricket Cup Competition 2009	All Regular Army Personnel	Administrative Instruction and entry details for the Major and Minor Units Inter Unit Cricket competitions: Entries, Organisation and Rules, Match Administration, Entry Form	ACA/ASCB
2009DIN10-009	Maritime Reserve Golf Championships 2009	All RN, RM Reserve Serving/Non Serving Personnel and associated Staff	This din is to provide details of the Annual Maritime Reserve Golf Competition, previously known as the RN/RM Reserve Golf Competition.	HMS DALRIADA
2009DIN10-010	Army Canoe Union LAND Forces and Army Canoe Slalom Championships 18-24 May 09	All Regular, Reserve (incl UOTC) Army personnel	Instruction contains Calling Notice, Admin Instrs and Entry Forms for the LAND Forces and Army Canoe Slalom Championships	Army Canoe Union/Army Sport Control Board
2009DIN10-011	Offshore Sailing - Exercise MEDSAIL 2009	All service personnel, regular and reservists.	Joint Service Adventurous Sail Training Centre	Joint Service Adventurous Sail Training Centre