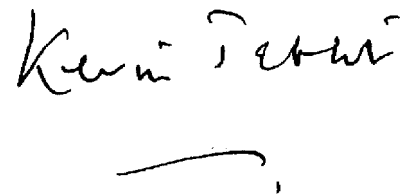


Defence Council Instructions General



MINISTRY OF DEFENCE - 6 February 2004

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33/04 Annual Defence Road Safety Award

[D SC Ops (Tpt)306/9: (9)4391x2385]

1. *Aim.* The aim of the Annual Defence Road Safety Award is to promote safe driving standards and reward effective road safety initiatives through the presentation of a high profile and prestigious award.
2. *Award.* The Defence Road Safety Award, a Silver Rose Bowl, is awarded annually by the Defence Road Safety Committee (DRSC) to the unit, station garrison or establishment that has made the most effective contribution and commitment to improving road safety.
3. *Eligibility.* All MOD units, stations, garrisons and establishments are eligible to submit an entry for the award.
4. *Entries.* Units, stations, garrisons or establishments wishing to enter for the award are to provide a description of all Road Safety activities, details of any campaigns run or initiatives undertaken during the year (1 Apr 03 - 31 Mar 04). Guidance on the content of the submission is provided at the ANNEX. All submissions are to be forwarded to the relevant higher authority shown below, by Friday 14 May 04:
 - a. *Royal Navy.* All RN entries are to be submitted to WSA for the attention of Head of Transport and Movements, Spur 3, F Block, Foxhill, Bath.
 - b. *Royal Marines.* All RM entries are to be submitted to FLEET for the attention of SO2 (Tpt).
 - c. *Army.* All entries from LAND units, formations and establishments (including AG and ATRA) are to be submitted, through the next higher formation, to HQ LAND for the attention of Log Sp Div (Tpt).
 - d. *RAF.* RAF entries will automatically be submitted after selection from individual RAF Command submissions in accordance with RAF MT Instruction Part 1 Instruction Number 6.
 - e. *British Forces Cyprus/Gibraltar and Falkland Islands.* All entries by BFs Cyprus, Gibraltar and Falkland Island units and establishments are to be submitted through their Command HQ for the attention of the relevant J4 Log Branch.
 - f. *Northern Ireland.* Entries from units and establishments (less RN, RM and RAF) in Northern Ireland are to be submitted to HQNI for the attention of SO2 CSS (Tpt).
 - g. *DLO/DPA Establishments and other units.* All other entries for the award are to be submitted directly to D SC Ops (Tpt) for the attention of SO2 Defence Road Safety.
5. *Judging.* The higher authorities, as shown in para 4, are to check the relevant entries and forward their best entries to the SO2 Defence Road Safety by 21 May 04 for judging.
6. *Presentation.* The winners will be presented with the Defence Road Safety Award, Silver Rose Bowl, which is to be inscribed with the unit details. They will also receive a framed certificate in permanent recognition of their achievement and an additional prize, generously donated by Land Rover.
7. *Control of the Rose Bowl.* The Rose Bowl is the property of the Guild of Experienced Motorists. The unit, station or establishment receiving the award will be its custodian for a 12-month period and will be required to make adequate custodial and insurance arrangements.
8. *Further Information.* Further information is available from the SO2 Defence Road Safety, Tel (9)4391x2385.

ANNEX**Submission for the Annual Defence Road Safety Award 2003/04**

1. Submissions are to include details of all significant factors that have had a positive impact on road safety. They should describe the overall road safety policy for that unit and how it was executed. Details of successful (or less successful) initiatives that were introduced and which may promote effective road safety throughout the MOD should also be mentioned. Submissions should conclude with a brief statement of future intent or vision for road safety, either locally, or more widely in the MOD.
2. *Supporting Data.* Submissions are to be supported by as much relevant data as possible. The following list is not intended to be either definitive or exhaustive, it merely provides an indication of the sort of information which should be included:
 - a. Numbers of Driver to Blame RTAs during the last 12 months - and numbers of vehicles held/operated.
 - b. Comparison of RTA statistics, for the last 12 months, with statistics from the previous five years (or lesser periods if five years are not available). An explanation for any variations in fleet size, tasking or role that may have had a direct bearing on these figures (i.e. operational deployment, relocation etc).
 - c. Detailed descriptions of any Road Safety initiatives that have been introduced. These could include changes to traffic patterns in a particular area; the introduction of, or variation in, camp speed limits; improvements to road signs; or the introduction or variations in parking restrictions.
 - d. Details of involvement in local council road safety initiatives or programmes.
 - e. Details of any driver training in which the unit, station, garrison or establishment has been involved (including established/non established/official conversion training undertaken outside working hours, i.e. cycling proficiency training) and any road safety courses that personnel have been attended.
 - f. Details of any involvement in promoting the 'Pass Plus' or other advanced driving schemes (i.e. IAM and RoSPA advanced driver training and testing).
 - g. Details of involvement and achievements in Service or National Safe Driving competitions or events (i.e. Driving Competitions such as Driver of the year or British Army Motoring Association events etc).
 - h. Details of any initiatives to gain publicity from road safety activities, such as submissions to Station/Corps magazines, introduction of road safety newsletters and involvement with local press etc.
 - i. Details of the Unit/Station/Establishment road safety programme, including targets and achievements, and details of any group or individual contributions to road safety throughout the year.

1. *Background.* A number of cities and major towns are introducing charges to reduce traffic congestion and it is Government policy that Ministries will be liable for these charges. These schemes are under the control of Local Authorities and, therefore, the MOD has been unable to negotiate a simple payment method covering the UK. The Department has, however, negotiated specific arrangements with Transport for London (TfL), which operates the London congestion charging scheme. This instruction outlines overall MOD policy on 'congestion charging' and the arrangements that apply to Central London.

2. *Policy.* Consistent with MOD policy on payment being the responsibility of individual drivers for 'tolls' and 'parking charges', payment of 'congestion charges', where applicable, will be the responsibility of the driver of a vehicle, although units which routinely incur these charges may choose to arrange payment centrally. However, it remains the driver's responsibility to ensure that payment has been made and, unless specifically notified (preferably in writing) that payment has been made, the driver will be responsible for any penalty charges for non-payment. The driver will not, however, be responsible for paying a 'congestion charge' if he has been specifically advised by unit MT staff that he will be driving a "non-chargeable vehicle" or that the charge has been paid under unit arrangements for that journey. Reimbursement of congestion charges incurred by drivers may be provided through the normal Service, Civil Service or contractors' travel claim arrangements or under other local arrangements. Where a driver fails to pay the appropriate charge, the driver will be personally liable for any fines, penalty charges or costs¹.

3. *London Congestion Charging.* The Central London congestion charging scheme will commence on 17 Feb 03.

- a. *Operation of the Scheme.* The scheme will be enforced through a number of fixed site and roving mobile cameras within the charging zone, which will record vehicle registration numbers. These registrations will then automatically be compared with lists of all registered exempt and non-chargeable vehicles and those which have paid to enter the zone. This will enable non-paid vehicles to be identified. The list will continue to be updated with details of payments until 2359 hrs daily, at which point penalty charge notices will be issued to those drivers who were liable for the charge and who have not paid.
- b. *Charges and Penalties.* The cost of entering the charging zone is £5.00 per vehicle/day. This may be paid before, during, or after the journey, up until 2200 hrs on the day of travel. After that time the charge may still be paid up until 2359 hrs but at double the standard rate (the penalty for late payment). After 2359 hrs a formal penalty charge notice, in the sum of £80.00 will be issued. This will be subject to a 50% discount (i.e. £40) if paid within 14 days but the charge will increase to £120.00 if not paid within 28 days. There will be no charge for entering/driving within the zone at weekends; bank holidays and outside the daily charging period of 0700 - 1830 hrs.
- c. *MOD Memorandum of Understanding (MoU) with TfL.* The MOD has an MOU with TfL under their 'Selected Partner Scheme'. This provides for certain MOD vehicles to be eligible for 100% discount from the charges and, therefore, "non-chargeable" provided that the vehicle registration number has been pre-notified to TfL by the 'Authorised Officer'. The following are "non-chargeable" vehicles:
 - (1) Camouflage vehicles and non-camouflage vehicles used for military operational purposes.
 - (2) Vehicles with nine or more seats.
 - (3) EOD vehicles.
 - (4) Service and MOD Police Vehicles.
 - (5) Service Ambulances.
 - (6) Defence Fire Engines, Rescue Vehicles and Incident Control / Support Vehicles.

¹ In exceptional circumstances, Commanding Officers' may approve payment of penalty charges under unit budgetary arrangements, where the driver was fulfilling his orders and was unable to pay the necessary charge for duty reasons.

4. *Registering 'Non-Chargeable' Vehicles.* The MOD 'Authorised Officer' for the Central London Congestion Charging Scheme is the SO2 Tpt at HQ London District. When unit MT staff intend sending a 'non-chargeable' vehicle into the Central London zone, they are to notify the 'Congestion Charging' clerk, appointed by him, of the vehicle registration number and description, by telephone on GTN 94630 Ext 2213 (Civil 0207 756 2213), at least 48 hours before the journey. TfL will not accept direct pre-notification from unit MT staffs and only vehicles pre-notified through the 'Authorised Officer' (or his clerk) at HQ London District will be eligible as "nonchargeable". Until the 'Authorised Officer' (or his clerk) has confirmed to unit MT staff that the vehicle has been added to the TfL list, drivers will remain liable to pay the congestion charge.

5. *Payment of Charges.* All other MOD owned, leased and hired vehicles (e.g. White Fleet) are chargeable. Drivers/units may pay the charge by any of the following methods:

- a. By internet: <http://www.cclondon.com>
- b. By telephone - 0845 900 1234 at 'standard rate' until 2200 hrs and at 'double rate' between 2200 hrs and 2359 hrs on the day of the journey.
- c. By direct purchase from an authorised vendor (approved retail and petrol station outlets in Greater London, plus Post Offices and Self Service machines in the charging zone)..
- d. By post to TfL (well in advance of the journey).

6. *Handling of Penalty Notices.* If a vehicle enters the charging zone and the charge is not paid by 2200 hrs on that day (or at the double rate by 2359 hrs), TfL will issue a Penalty Charge Notice (PCN). The driver is liable to pay the full penalty charge, as if it were a 'parking fine' or other motoring offence charge. The process by which MOD handles PCNs is:

- a. TfL issues PCN to MOD CENSUS Branch.
- b. MOD CENSUS Branch identify unit holding vehicle and forward PCN to unit MT staff (except for vehicles kept by London District, for which PCNs will be sent to the District HQ).
- c. Unit MT staff identify driver and pass PCN to driver to pay direct to TfL - alternatively, the unit may pay the charge and recover the sum involved from the driver.

7. *Late Payment of Penalty Charges.* Drivers should be aware that the PCN is a punitive charge and that, in effect, the cost doubles if not paid within 14 days of the offence and increases again if not paid within 28 days. The 'clock starts' on the day after the journey and TfL will not make allowance for the time taken by MOD to identify and get the PCN to the driver. It is therefore essential that if a driver has failed to pay the charge on the day, they notify MOD CENSUS Branch and provide details of the vehicle and journey, so that the PCN details can be passed to the driver swiftly, for early payment.

8. *Further Information.* Further information may be obtained from:

- a. HQ London District 'Authorised Officer' - 'non-chargeable' vehicles, pre-payment of charges by units and London Zone information:

GTN 94630 Ext 2213
Civil 0207 756 2213.

- b. MOD CENSUS Branch - Penalty Charge Notices (PCN):

GTN 94451 Ext 2259 / Ext 2226
Civil: 0115 9572259 / 0115 9572226.

- c. DLO SC Ops Tpt Pol Helpdesk - Congestion Charging Policy:

GTN 94391 Ext 2230
Civil 01264 382230.

Background to Policy Change

1. To reduce risk in its procurement activities, MOD prefers to contract with Suppliers that use certificated management systems. The management system specified in an Invitation To Tender (ITT) depends on the type and complexity of the product or service required.

Note: When no management system is specified, MOD does not require a Supplier to have a certificated management system.

2. When a particular management system (e.g. ISO 9001 :2000) is specified as a requirement in the ITT, then certification must be obtained from a third party Certification Body which has been accredited by the United Kingdom Accreditation Service (UKAS), or a signatory to the International Accreditation Forum - Multi Lateral Agreement (IAF-MLA).

3. Certification standards such as ISO 9001:2000 are intended for use in the certification process and are not written in contractual terms. Therefore MOD does not contract to certification standards, instead choosing to contract to Quality Assurance conditions that invoke the certification standard and incorporate supplements required by MOD to assure the effectiveness of the Quality Management System. The Defence Quality Assurance Authority has decided that the Quality Assurance Requirements contained in the NATO Allied Quality Assurance Publications (AQAP) 2000 series should be used for UK and overseas contracts.

4. For full details of MOD's "Appropriate Certification" policy visit the DQAA(POL) "Managing Quality" website at the address shown in paragraph 11 below.

5. Following the introduction of the ISO 9001:2000 Quality Management System Certification Standard in December 2000, it became apparent that MOD would need to update its contractual Quality Assurance (QA) standards, i.e. AQAP Century Series and 05-90 Series Defence Standards. This is because they were based on the old ISO 9001, 9002 and 9003 Quality Management System Certification Standards issued in 1994.

6. Rather than continue with dual standards for national and international use, it was agreed that MOD would influence NATO efforts to produce revised AQAPs so that the finished articles would meet both MOD's UK and overseas contracting needs. An additional benefit of adopting this approach was that it would further reduce the number of Defence Standards and remove the current confusion of selecting either an AQAP or Defence Standard as appropriate for use in a contract.

Policy Change - Adoption of NATO AQAP 2000 Series Requirements

7. For contracts being placed in the UK or overseas after 1 Apr 04, MOD contracts staff should select the most appropriate AQAP for their needs from the following:

- a. AQAP 2110 - NATO Quality Assurance Requirements for Design, Development and Production;
- b. AQAP 2120 - NATO Quality Assurance Requirements for Production;
- c. AQAP 2130 - NATO Quality Assurance Requirements for Inspection and Test;
- d. AQAP 2131 - NATO Quality Assurance Requirements for Final Inspection.

Interim Arrangements

8. Up to 31 Mar 04, staff are encouraged to call up AQAP 2000 Series standards in contracts being placed in the UK or overseas. Alternatively, they may continue to call up 05-90 Series Defence Standards for UK contracts or Century Series AQAPs for overseas contracts as necessary.

Obsolescence

9. From 31 Mar 04 staff should no longer invoke Defence Standards 05-91, 05-92 and 05-93 or AQAPs 110, 120, 130 and 131 in new MOD contracts. Guidance documents associated with the preceding standards will also become obsolescent. All other Defence Standards and AQAPs remain unaffected by this policy change. No retrospective action need be taken on extant contracts.

Note: The foregoing will avoid having to amend current contracts and over time, as new contracts are raised, will gradually align the QA contractual requirements across all MOD contracts.

Approval

10. The decision to adopt AQAP 2000 Series standards has been subject to wide consultation and agreement via the Quality Assurance Consultative Group (QACG) and the Defence Industries Quality Forum (DIQF). This change has been endorsed by the Defence Quality Assurance Group Leader (DQA-GL) and is effective from 18 Nov 03.

Further Information

11. Further information concerning the foregoing will be available in the Feb 04 version of the AMS Managing Quality at www.ams.dii.r.mil.uk/content/docs/quality/manqual.htm or can be obtained through the DQAA(POL) Helpline Tel. 0117 91 32681.

12. Both contractual and guidance documents in the AQAP 2000 Series can be downloaded from www.nato.int/docu/standard.htm#aqap.

36/04 The Birmingham Northern Relief Road (M6 Toll Road)

[SC Ops (Tpt)/301/6/2/2: (9)4391x2809]

1. *Background.* Statutory Instrument 1998 no. 124 made regulatory provision for the 'Birmingham Northern Relief Road' to be constructed and operated as a toll road. The 'M6 Toll Road' will be operated by 'Midland Expressway' and is due to fully open in January 2004. General information can be found on the Internet at <http://www.m6toll.co.uk>. This letter details the procedures to be adopted at the toll booths for military vehicles that are 'exempt' from charging.

2. *Exemption.* MOD vehicles, or MOD leased and hired vehicles, being driven on duty on an authorised journey are exempt from payment of the M6 Road Toll.

3. *Obtaining free passage at Toll Booths.* To claim the exemption from charging, drivers must be in possession of a valid FMT 1001A - Vehicle Utilisation Record (work ticket) for the journey, or the RAF MT Duty Movement Authorisation 658 (printout). On arriving at the toll booth, the driver is to show the 'work ticket' or 'printout' to the 'toll booth operator' and confirm that the vehicle is in the exempt category. If requested, the driver is to let the 'toll booth operator' record the registration number of the vehicle and provide the name and address of the 'parent unit' MT section, or parent unit if no MT section exists.

4. Drivers not in possession of a FMT 1001A or RAF MT Duty Movement Authorisation 658 will not be able to claim free passage and will have to pay the toll charge, except in the circumstances described in Paragraph 5. This is not an 'allowable expense' and cannot be re-claimed against public funds. Therefore, all drivers using the M6 Toll Road are to ensure that they have a properly authorised documentation before commencing the journey.

5. Where a driver presents documentation to a toll booth operator but free passage is not provided, MOD personnel are not to enter into a debate with the 'toll booth operator' over exemption eligibility but should pay the fee, obtain a receipt and re-claim the charge through unit arrangements. Any such incidents are to be notified to DLO Andover (contact details below).

6. *Further Information.* Further information may be obtained from:

- a. Defence Surface Transport Policy Branch - Help Desk - DLO Andover, Bldg 300, Monxton Road, Andover, Hants. SP11 8HT. Tel: 01264 382230 (GTN 94391 Ext 2230).
- b. Midland Expressway helpline - 0870 850 6262.

Introduction

1. This DCI summarises the main provisions of the Employment Equality (Religion or Belief) Regulations 2003 and the Fair Employment and Treatment Order (Amendment) Regulations (Northern Ireland) 2003 (henceforth referred to as 'the Regulations'), and the implications for the MOD, its Agencies and the Armed Forces.

Background

2. On the basis of Article 13 of the Treaty of Amsterdam, the Council of the European Union issued a Directive in November 2000 to establish 'a general framework for equal treatment in employment and occupation'. This Directive prohibits discrimination based on religion or belief, disability, age or sexual orientation, but contains a provision for an exemption for Armed Forces in relation to disability and age.

3. The Employment Equality (Religion or Belief) Regulations 2003 and the Fair Employment and Treatment Order (Amendment) Regulations (Northern Ireland) 2003 implement the religion and belief elements of this EU directive in UK Legislation. The Regulations came into force on 2 Dec 03, since when it has been contrary to UK law to discriminate against or harass workers on the grounds of religion or belief. Definition of Religion or Belief 4. The Regulations state that religion or belief means any religion, religious belief or similar philosophical belief. The Regulations do not set out a list of groups that should be regarded as religions or beliefs. However, factors relevant to the question are likely to be collective worship, a clear belief system, or a profound belief affecting the way of life or view of the world.

Scope

5. The Regulations apply to employment, including recruitment, terms and conditions, promotions, transfers, dismissals and vocational training, and also to the treatment of contract workers such as agency temps.

Summary of Regulations

6. The acts described below are prohibited under the Regulations:

- a. *Direct Discrimination.* Personnel or job applicants must not be treated less favourably than others are or would be treated on the grounds of religion or belief. This constitutes direct discrimination and is unlawful whether it is intentional or not. The definition is very broad and encompasses any less favourable treatment that is based on religion or belief, whether that of the victim or a third party, or is based on an assumption, whether correct or not, about a person's religion or belief.
- b. *Indirect Discrimination.* Indirect discrimination occurs where an apparently neutral provision, criterion or practice, which is applied generally, puts persons of a particular religion or belief at a disadvantage compared to other persons, unless that provision or practice can be shown to be a proportionate means of achieving a legitimate aim. Accordingly, an organisation must not have selection criteria, policies, employment rules or other practices which, although they may be applied to all employees, have the effect of disadvantaging individuals of a particular religion or belief when compared to other people unless these measures exist in order to achieve a legitimate aim (such as maintaining operational effectiveness) and are a proportionate means of achieving that aim. This means that the discriminatory effect of a measure will need to be balanced against the importance of the aim pursued. Indirect discrimination can be unlawful whether it is intentional or not.
- c. *Harassment.* This means subjecting someone to unwanted conduct on the grounds of religion or belief, whether actual or perceived, that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. In some circumstances conduct may constitute harassment such as nicknames, teasing or name calling, whether or not such behaviour is intended to be malicious. Conduct will be regarded as having such an effect only if, having regard to all the circumstances, including in particular the complainant's own perception, it should reasonably be considered as having that effect.

- d. *Victimisation*. This means treating a person less favourably than others because they have brought (or given evidence in) proceedings, made an allegation or otherwise done anything under or by reference to the Regulations. Victimisation is made unlawful by the Regulations.

7. Under the Regulations, it will be unlawful to discriminate against someone on grounds of religion or belief after the working relationship has ended, in certain circumstances, e.g. by refusing to provide a reference or making an adverse comment in such a document.

8. The Regulations allow for positive action (but not positive discrimination) to be taken in certain circumstances.

Genuine Occupational Requirements.

9. In limited circumstances, it will be lawful for an employer to discriminate on grounds of religion or belief if there is a genuine and determining occupational requirement that the jobholder must be of a particular religion or belief and it is proportionate to apply that requirement in the particular case. When deciding if this applies, it is necessary to consider carefully the nature of the work and the context in which it is carried out. If there is a genuine occupational requirement for a particular post, there should be a re-assessment on each occasion when the post falls vacant to ensure that the requirement still applies.

National Security Exemption.

10. The Regulations do not make unlawful an act done for the purpose of safeguarding national security, if the act was justified by that purpose.

How will the Regulations be enforced?

11. The Regulations give civil service employees the right to present complaints of discrimination or harassment on the grounds of religion or belief to an Employment Tribunal. A Tribunal may take into account the fact of whether an employee utilised internal dispute resolution procedures before applying to the Employment Tribunal. Service personnel also have a right to present complaints to an Employment Tribunal, but only if they have first made a complaint about the same matter under Service redress procedures and have not withdrawn that complaint.

12. Armed Forces personnel must submit an Employment Tribunal application within six months of the day on which the matter of complaint occurred. Civilian staff must apply to the Employment Tribunal within the normal time limit of three months from when the matter of complaint occurred.

13. At Tribunal both the person who is alleged to have breached the Regulations and their employer can be held accountable, regardless of whether the act was done with the employer's knowledge or approval. The Employment Tribunal has the power to award compensation to be paid by the perpetrator and/or the employer and to require that the discrimination is stopped.

Burden of Proof.

14. Once the complainant has proved facts from which a Tribunal could conclude, in the absence of an adequate explanation, that the respondent has committed an act of discrimination or harassment against the complainant, the Tribunal will uphold the complaint unless the respondent proves that, on balance of probabilities, he or she did not commit that act.

How will this affect the MOD?

15. The MOD already has a diversity policy¹ which makes clear that no form of unlawful discrimination, harassment or intimidation will be tolerated. Inclusivity should be encouraged and all personnel, particularly those with command or line management responsibility, need to be aware that it is both unacceptable and unlawful to discriminate, harass or victimise people on grounds of religion or belief. Civil servants have the right to utilise grievance procedures and members of the Armed Forces have a statutory right, contained in the Services' Discipline Acts, to make a submission for redress of complaint. Procedures are set out in the Personnel Manual for civil servants and in single-Service administrative instructions for service personnel. These are widely publicised and staff should be aware of what steps they may take if they feel they have been discriminated against, harassed or victimised.

¹ Armed Forces Overarching Personnel Strategy 2003 covers Servicemen and women; Equality and Diversity Policy in MOD Personnel Manual Vol 13 covers civil servants.

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16. The Regulations do not stipulate that employers must provide time or facilities for religious or belief observance in the workplace, but the MOD aims to enable personnel from different religions or beliefs to practice their religious observances and makes every effort to respect and accommodate their religious requirements. This is reflected in the arrangements already in place and under consideration to meet particular dress codes and dietary requirements, to provide facilities and allow time for private prayer or contemplation and to meet requests for leave for religious festivals or holidays, whenever practicable and where operational effectiveness is not affected by those requirements.

17. The new Regulations provide that, in line with existing MOD policy, reasonable requests from personnel to accommodate religious observances should be met, where practical, bearing in mind that refusal may be discriminatory if it cannot be sufficiently justified. There will be circumstances in which requests cannot be agreed, for example where they would have an adverse impact on operational effectiveness or on other personnel, or would jeopardise health and safety.

18. All those with command or line management responsibility should make themselves aware of the main features of the religions observed by their personnel and staff. Guidance on major religions and cultures can be found on DefenceNet at '<http://personnel.defence.mod.uk/personnel/cedu/d3.pdf>' or obtained from Single Service Personnel Branches. The existing guidance on 'Religion and Culture' for Commanding Officers is being updated and will be promulgated in the near future.

Further Information

19. Guidance for commanding officers and line managers will follow publication of this DCI. Further details for civil servants will be provided in Personnel Manual Volume 13, and in a PI. Guidance issued by the Advisory Conciliation and Arbitration Service (ACAS) can be found at 'http://www.acas.org.uk/publications/pdf/guide_religionB.pdf'. The full text of the Regulations can be found at '<http://www.hmso.gov.uk/si/si2003/20031660.htm>'.

38/04 The Employment Equality (Sexual Orientation) Regulations 2003

[D/SPPoISC/48/7/5: (9)621x87640]

Introduction

1. This DCI summarises the main provisions of the Employment Equality (Sexual Orientation) Regulations 2003 and the Fair Employment and Treatment Order (Amendment) Regulations (Northern Ireland) 2003 (henceforth referred to as 'the Regulations'), and the implications for the MOD, its Agencies and the Armed Forces.

Background

2. On the basis of Article 13 of the Treaty of Amsterdam, the Council of the European Union issued a Directive in November 2000 to establish 'a general framework for equal treatment in employment and occupation'. This Directive prohibits discrimination based on religion or belief, disability, age or sexual orientation, but contains a provision for an exemption for the Armed Forces in relation to disability and age.

3. The Employment Equality (Sexual Orientation) Regulations 2003 and the Fair Employment and Treatment Order (Amendment) Regulations (Northern Ireland) 2003 implement the sexual orientation elements of this EU Directive in UK Legislation. The Regulations came into force on 1 Dec 03, since when it has been contrary to UK law to discriminate against or harass workers on grounds of sexual orientation.

Definitions

4. Within the Regulations, sexual orientation is defined as:

- a. Orientation towards persons of the same sex (homosexual).
- b. Orientation towards persons of the opposite sex (heterosexual).
- c. Orientation towards persons of the same sex and the opposite sex (bisexual).

Scope

5. The Regulations apply to employment, including recruitment, terms and conditions, promotions, transfers, dismissals and vocational training, and also to the treatment of contract workers, such as agency temps.
6. Gender reassignment is a separate issue and is covered by the Sex Discrimination (Gender Reassignment) Regulations 1999.
7. The Regulations only relate to sexual orientation. They do not extend to cover sexual practices or proclivities.

Summary of Regulations

8. The acts described below are prohibited under the Regulations:
 - a. *Direct Discrimination.* Personnel or job applicants must not be treated less favourably than others are or would be treated on grounds of sexual orientation. This constitutes direct discrimination and is unlawful whether it is intentional or not. The definition is very broad and encompasses any less favourable treatment that is based on sexual orientation, whether that of the victim or a third party, or is based on an assumption, whether correct or not, about a person's sexual orientation.
 - b. *Indirect Discrimination.* Indirect discrimination occurs where an apparently neutral provision, criterion or practice, which is applied generally, puts persons of a particular sexual orientation at a disadvantage compared to other persons unless that provision or practice can be shown to be a proportionate means of achieving a legitimate aim. Accordingly, an organisation must not have selection criteria, policies, employment rules or other practices which, although they may be applied to all employees, have the effect of disadvantaging individuals of a particular sexual orientation when compared to other people, unless these measures exist in order to achieve a legitimate aim (such as maintaining operational effectiveness) and are a proportionate means of achieving that aim. This means the discriminatory effect of a measure will need to be balanced against the importance of the aim pursued. Indirect discrimination can be unlawful whether it is intentional or not.
 - c. *Harassment.* This means subjecting someone to unwanted conduct on the grounds of sexual orientation, whether actual or perceived, that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. In some circumstances conduct may constitute harassment, such as nicknames, teasing or name-calling, whether or not such behaviour is intended to be malicious. Conduct will be regarded as having such an effect only if, having regard to all the circumstances, including in particular the complainant's own perception, it should reasonably be considered as having that effect.
 - d. *Victimisation.* This means treating a person less favourably than others because they have brought (or given evidence in) proceedings, made an allegation or otherwise done anything under or by reference to the Regulations. Victimisation is made unlawful by the Regulations.
9. Under the Regulations, it will also be unlawful to discriminate against someone on grounds of sexual orientation after the working relationship has ended, in certain circumstances, for example by refusing to provide a reference or making an adverse comment in such a document.
10. The Regulations allow for positive action (but not positive discrimination) to be taken in certain circumstances.

Genuine Occupational Requirement

11. In limited circumstances, it will be lawful for an employer to discriminate on the basis of sexual orientation if there is a genuine and determining occupational requirement that the jobholder must be of a particular sexual orientation and it is proportionate to apply that requirement to a particular case. When deciding if this applies, it is necessary to consider carefully the nature of the work and the context in which it is carried out. If there is a genuine occupational requirement for a particular post, there should be a re-assessment on each occasion when the post falls vacant to ensure that the requirement still applies.

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General Exceptions

12. *National Security*. The Regulations do not make unlawful an act done for the purpose of safeguarding national security, if the act was justified by that purpose.

13. *Marital Status*. The Regulations do not make unlawful anything which prevents or restricts access to a benefit by reference to marital status.

How will the Regulations be enforced?

14. The Regulations give civil service employees the right to present complaints of discrimination or harassment on the grounds of sexual orientation to an Employment Tribunal. A Tribunal may take into account the fact of whether an employee utilised internal dispute resolution procedures before applying to the Employment Tribunal. Service personnel also have a right to present complaints to an Employment Tribunal, but only if they have first made a complaint about the same matter under Service redress procedures, and have not withdrawn that complaint.

15. Armed Forces' personnel must submit an Employment Tribunal application within six months of the day on which the matter of complaint occurred. Civilian staff must apply to the Employment Tribunal within the normal time limit of three months from when the matter of complaint occurred.

16. At Tribunal, both the person who is alleged to have breached the Regulations and their employer can be held accountable, regardless of whether the act was done with the employer's knowledge or approval. The Employment Tribunal has the power to award compensation to be paid by the perpetrator and/or the employer and to require that the discrimination is stopped.

Burden of Proof.

17. Once the complainant has proved facts from which a Tribunal could conclude, in the absence of an adequate explanation, that the respondent has committed an act of discrimination or harassment against the complainant, the Tribunal will uphold the complaint unless the respondent proves that, on balance of probabilities, he or she did not commit that act.

How will the Regulations affect the MOD?

18. The MOD already has a diversity policy¹ which makes clear that no form of unlawful discrimination, harassment or intimidation will be tolerated. Inclusivity should be encouraged and all personnel, particularly those with command or line management responsibility, need to be aware that it is both unacceptable and unlawful to discriminate, harass or victimise people on grounds of sexual orientation. Civil servants have the right to utilise the grievance procedure and members of the Armed Forces have a statutory right, contained in the Services' Discipline Acts, to make a submission for redress of complaint. Procedures are set out in the Personnel Manual for civil servants and in single-Service administrative instructions for Service personnel. These are widely publicised and staff should be aware of what steps they may take if they feel they have been discriminated against, harassed or victimised. Because of the very nature of many aspects of sexuality, people may wish to maintain privacy and confidentiality. People may find it very difficult to make a complaint or be fearful that by doing so they will be 'outed' in the workplace. Strenuous efforts should be made to reassure staff of confidentiality of procedures.

Further Information

19. Guidance for commanding officers and line managers will follow publication of this DCI. Further details for civil servants will be provided in Personnel Manual Vol 13 and in a PI. Guidance issued by the Advisory, Conciliation and Arbitration Service can be found at: http://www.acas.org.uk/publications/pdf/guide_sexualO.pdf The full text of the Regulations 03 can be found at: <http://www.hmso.gov.uk/si/si2003/20031661.htm>.

¹ Armed Forces Overarching Personnel Strategy 2003 covers Service personnel; Equality and Diversity Policy in MOD Personnel Manual Vol 13 covers civil service personnel.

II Service Personnel**39/04 Missing Personal File**

[PF 367039K: (9)355x68762]

The Personal File for the following individual is missing.

Mr Stuart Cairns Band C2 Staff Number 367039K

1. Mr Cairns served in MOD HQ Scotland (R&L Staff) Craigiehall from 1983 to 1987, ES(W)A St Christopher House from 1987 to 1991 and in Rheindahlen, Germany from 1991 to 1996. He has subsequently served at RAF Wyton and Kentigern House, Glasgow.

2.. Would all departments please conduct an immediate search for the file which is required by The Personnel Service Centre, DLO Ensleigh. Please forward any information as to the whereabouts of the file to: Mrs Margaret Hill, PSC PM2a4, Spur 2, Dyrham, Ensleigh, Bath, BA1 5AB, Tel: 01225 468762.

III Operational and Training**40/04 Maritime Warfare Centre HMS *Dryad* Courses - Spring Term 2004/ Spring Term 2005**

[820/14: (9)3835x4393]

1. The following Maritime Warfare Centre courses are available:

- a. *Joint Force Maritime Component Commanders Study (JFMCC)*. A 1.5 day course designed to inform a joint audience of the Maritime Component Commander's considerations into the 21st Century. The course objectives are to develop an understanding of maritime operations within a combined, joint framework, expose potential Joint and Component Commanders of the issues peculiar to the Maritime Component that could impact on the Joint Campaign and explore cross-Component Commander relationships and the chain of command, both up to the JFC and downward to subordinates. The target audience is members of the Joint Force Command Group (JFCG) and appropriate equivalent posts in NATO. The security level of the course is NATO SECRET.
- b. *Maritime Operations Refreshers Course (MORC)*. A one day course designed to update senior officers, including defence attachés and senior civil servants, particularly those in policy, procurement and research appointments, on the conduct of maritime operations in a joint and combined environment. The security level of the course is SECRET UK EYES ONLY.
- c. *The Maritime Warfare Course (MWarC)*. The aim of this four week course is to develop an understanding of the doctrine, planning and conduct of maritime operations in a joint and combined environment, providing an appreciation of the factors involved in decision making at the Component Commander level and below. The MWarC is a modular course: Week 1 provides a grounding in all elements of maritime warfare; Week 2 covers Command and includes an introduction to basic campaign and operational planning tools. Week 3 covers Operations Other than War and, together with Week 4 which focuses on Conflict, involves more advanced maritime planning exercises. Syndicate work and an informal interactive style combine to draw out the breadth and depth of staff and student knowledge and experience for the greater benefit of the Course. The MWarC is intended primarily for officers about to take up seagoing or front line appointments in command or as Executive Officers and those appointed to the Fleet Battlestaffs. It is also suitable for officers likely to be involved in planning maritime operations. Attendance on the first two weeks of the MWarC would benefit those about to take command of small ships. The security level of the course is SECRET (Releasable to NATO, Australia and New Zealand).
- d. *Initial Maritime Warfare Course (IMWarC)*. A five day course which begins with warfare environmental updates, including an introduction to the Command Estimate and culminates with a maritime planning exercise. The course aims to provide officers of the UK and other NATO nations with an understanding of the doctrine, planning and conduct of maritime operations in a joint and combined environment at the Component Commander level and below. The course

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is targeted primarily at Lt Cdr and Lt (RN) appointed as Heads of Department or as senior watchkeepers in surface ships and submarines and Executive Officers of Naval Air Squadrons. It is also suitable for officers and selected Senior Ratings likely to be involved in planning maritime operations. The security level of the IMWarC is NATO SECRET.

- e. *Joint Operations Planning Course (JOPC)*. Run on behalf of the Joint Warfare Training Centre, the aim of the two week JOPC is to study the principles, planning and conduct of joint, combined and multinational operations at the Operational level and from the UK perspective. The course is optimized for UK SO1/SO2 officers destined for joint appointments, particularly at the PJHQ or other joint HQs, but all NATO and Allied officers of SO2 grade and above are eligible and most welcome to attend. This course is pre-employment training for those officers appointed to the PJHQ or other joint HQs, who have no joint operations experience, and who have not attended JSCSC. The security level is NATO SECRET but one of the five courses each year will be an unclassified International Course, open to applicants from any nation.
- f. *Amphibious Operations Planning Course (AOPC)*. A one week introduction to the conduct and planning of Amphibious Operations for all Staff/Warfare Officers in Amphibious Headquarters, ships and units. The classification level is RESTRICTED (releasable to NATO, Australia and New Zealand).
- g. *Tomahawk Command Overview Course (TCOC)*. A two day course intended to inform a wide joint audience of the Tomahawk Land Attack Missile (TLAM) and its processes to include targeting, strike and mission planning and deconfliction. The two day course comprises three modules; the first module takes up all of the first day and is appropriate to all levels. The second day is aimed at SO1/SO2 level Staff Officers requiring more detailed knowledge and is divided into a forenoon module of lectures with a strike planning exercise comprising the third module in the afternoon. The security level of the course is UK/US SECRET.
- h. *Maritime Operational Logistics Course*. The primary aim of this five day course is to equip the students with the skills required of a Group Logistics Co-ordinator to a one-star Battlestaff. The first two days of the course are taken up with enabling lectures on maritime operational logistics with opportunity for group discussion. The remainder of the course is based around a desk-top wargame within which students have the opportunity to consider the skills required in a practical setting. The classification is NATO CONFIDENTIAL.

Course Information and Dates

2. Dates for courses at the Maritime Warfare Centre between April 2004 - March 2005 are:

- a. *Joint Force Maritime Component Commanders Study (JFMCC)*:

JFMCC 07 6-7 Jul 04

- b. *Maritime Operations Refreshers Course (MORC)*:

MORC 54 3 Jun 04
MORC 55 21 Oct 04

- c. *Maritime Warfare Courses (MWarC)*:

MWarC 22 4-28 May 04
MWarC 23 30 Sep 04
MWarC 24 10 Jan-3 Feb 05

- d. *Initial Maritime Warfare Courses (IMWarC)*:

IMWarC 21 21 -25 Jun 04
IMWarC 22 25-29 Oct 04
IMWarC 23 7-11 Mar 05

e. *Joint Operations Planning Courses (JOPC):*

JOPC 211	19-30 Apr 04
JOPC 212	12-23 Jul 04
JOPC 213	11-22 Oct 04
JOPC 214	15-26 Nov 04
JOPC 215	21 Feb - 4 Mar 05

f. *Amphibious Operations Planning Courses (AOPC):*

AOPC 78	26-30 Jul 04
AOPC 79	8-12 Nov 04
AOPC 80	14-18 Mar 05

g. *Tomahawk Command Overview Course (TCOC):*

TCOC 07	5-9 Jun 04
TCOC 08	16- 17 Nov 04

h. *Maritime Operational Logistics Course (MOLC):*

MOLC 08	28 Jun- 2 Jul 04
MOLC 09	1-5 Nov 04
MOLC 10	14-18 Mar 05

Eligibility

3. Personnel may attend courses as follows:

- a. *JFMCC*. 1 * and 2* officers who may be required to fill appointments as a Component Commander.
- b. *MORC*. Senior Officers of the RN, RM, RNR, RFA, Army, RAF (normally Captain RN and equivalent, or above) senior civil servants, QinetiQ and DSTL.
- c. *MWarC*. Lt Cdr to Captain (RN) and equivalent Officers of the RM, RFA, RAF, NATO, Australia and New Zealand forces and MOD civilians. RNR and more junior RN officers may also attend if space is available.
- d. *IMWarC*. Lt to Cdr (RN/RNR), Warrant Officers, selected Senior Rates and equivalent ranks of the RM, RNR, RFA, RAF and NATO forces; MOD civilians and, in very limited numbers, managers in Defence related industries if space is available.
- e. *JOPC*. Major to Lieutenant Colonel and equivalents of all UK services and Allied Forces; more senior or junior officers may also be included. As this is an operational level course, a reasonable understanding of equipment and organisation is assumed. Priority will be given to those currently serving in or about to join PJHQ and other Joint Headquarters, including those joining ad hoc and UN HQs as individual reinforcements. The need to train for operations will always take the highest priority. Non-PJHQ officers are therefore requested to provide a few words as to why they need to attend the course.
- f. *AOPC*. Heads of Departments of Amphibious Ships and JHC¹, SO2 and SO3 level Officers of UK and Allied Forces.
- g. *TCOC*. SO1 and SO2 level Staff Officers of all UK services serving on joint or single component staffs with a need to understand Tomahawk processes; more senior or junior officers with no previous experience of Tomahawk operations may also gain considerable value from the course.

¹ For the UK, with new amphibious ships entering operational service over the next four years, and the increased use of CH 47s from the JHC supporting the UK Amphibious Force, applications from these areas are particularly encouraged.

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- h. *MOLC*. This MWC course is provided principally for the Supply Charge Course but is open to RN, RFA, RNR and foreign officers of any branch having responsibility for, or links with, maritime operational logistics.

Charges

4. a. *Tuition Charges*. Personnel not directly employed by the UK government will be charged at the current MOD level for attending courses.
- b. *Mess Charges*. All students will be charged for food and accommodation (as appropriate) at the current Treasury set rate, and mess charges (subscription, extra messing charge, tea/coffee and laundry) as levied by the Wardroom Mess Committee. Any costs for course functions/drinks attended by course members will also be recovered.

Accommodation

5. Every effort will be made to accommodate students in HMS *Dryad* until the closure of the Wardroom in August 2004. Post Summer Leave 2004, every effort will be made to accommodate students in HMS *Collingwood* or in Portsmouth Service establishments. However, if Service accommodation is not available, parent unit budget holders will be required to cover the costs of using hotel accommodation.

Closure of HMS *Dryad*

6. It is anticipated that HMS *Dryad* will close as a training establishment in August 2004. However the Maritime Warfare Centre is expected to remain until December 2004 when it is planned to relocate to West Battery, Whale Island, Portsmouth.

Applications

7. Applications to attend courses should be made at the earliest opportunity as follows:

- a. *RN, RM, Army, MOD Civilians, Contractors*

Staff Officer Administration, MWC(S), HMS *Dryad*, Nr Fareham, Hants, PO17 6EJ
(023 92284393, Fax: 92284692), Email: soa@mwc.rn.mod.uk CHOTs: MWC-SWICK-SOA

- b. *RNR*

DN (Res), South Terrace, Via PP72, HM Naval Base, Portsmouth, Hants, PO1 3LS,
(023 92727699).

- c. *RFA*

Office of Commodore RFA, Training Section, Room F4 Lancelot Building, HM Naval Base,
Portsmouth, Hants.
(023 92725264/92725478).

- d. *RAF*

Contact through RAF PMA Desk Officer or direct to Staff Officer Administration, MWC(S),
HMS *Dryad*, Nr Fareham, Hants, PO17 6EJ
(023 92284393, Fax: 92284692), Email: soa@mwc.rn.mod.uk

- e. *Applications from non-UK Services must be submitted through*

International Defence Training (Royal Navy), Naval Recruiting & Training Agency, Room 4,
Victory Building, HM Naval Base, Portsmouth, Hants, PO1 3LS
(023 9272 5802/9272 5805).

IV Equipment, Stores and Servicing**41/04 2004 Annual Census of Equipment Support (Land) Managed Assets**

[DG ES(Land)/D Bus Change 11/2/4: (9)4391x5630]

1. The 2004 annual census of Equipment Support (Land) managed assets is to take place on Wednesday 31 Mar 04. All units and sub-units holding Equipment Support (Land) managed assets will be required to complete a Census Return which will comprise of two parts, one for MERLIN Category 1(a)1 equipment and the other for those assets managed on the MAESTRO system. Although some units will inevitably receive their Census Return in advance of the census date, they are requested not to complete the return until 31 Mar 04, unless operational reasons dictate otherwise.
2. In order to meet end of financial year accounting requirements, it is imperative that both parts of the Census Return are completed accurately and on time in order to avoid any mis-attribution of charges against individual units on the Equipment Support (Land) Fixed Asset Register. It should be noted that during the census process the National Audit Office will be conducting visits to certain selected locations to validate unit procedures for the completion of the Census Returns.
3. Units are to ensure that key personnel responsible for the completion of the Census Returns are available on the date specified and that the completed returns are forwarded to the respective addresses after signature by the appropriate authorised individual. Detailed instructions for completion will accompany both MAESTRO and MERLIN Census Returns together with points of contact for any queries relating to specific assts. Units should note that the MERLIN return is to be forwarded to Chilwell for processing and the MAESTRO return to Andover.

42/04 Introduction of Royal Engineers Lifejacket Mk2

[NPPO/GAMA5A/851/26/01: (9)355x83953]

Services concerned

1. Applicable to all Army units operating in or over water unless a different type of lifejacket is required to be worn. Reference is to be made the DCI Gen. Water Safety Matrix for Selection of Lifejackets and Buoyancy Aids, which is issued annually.

Stores concerned

2. The following item is being introduced into service:

NSC Man Code	NSN	Description	D of Q	Account Classification
O472	4220-99-388-5764	Royal Engineers	EA	P
		Lifejacket Mk2		

Purpose and Description

3. The Royal Engineers Lifejacket (RELJ) has been designed to replace the Life Preserver Waistcoat RE. (99-930-2723 /2724 / 6268) and for most applications the Lifemaster Type 9. (4220-99-138-4715) (known locally as the Yellow Peril).
4. A small number of RELJ Mk1 are in service. There is no significant differences between the Mk1 and Mk2. The RELJ Mk1 can still be used.
5. Not to be used by personnel weighing under 50 kgs.
6. The RELJ will provide 498N of buoyancy when fully inflated. It will support a person plus approximately 45kg of equipment. (Equipment is defined as that carried by the user, distributed in PLC and Bergen). One size fits all adults.
7. It is capable of operation after storage at temperatures of -30°C to +70°C, and when worn through an ambient air temperature range of -30°C to +40°C and when immersed in salt water at -1 °C and above.

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8. The RELJ is manually operated with an automatic back up. A blanking cap can be fitted to the operating head to disable the automatic mode when identified in standard operating procedures (SOP).
9. The lifejacket will self-right the wearer and keep the mouth clear of the water.
10. It is fitted with a light, whistle and a 'buddy' line for linking together survivors.
11. When inflated the stole has Day-Glo and reflecting panels that can either be deployed or blanked off to suit the operational requirement.
12. The RELJ can be used up to and including Cat 6 waters. It is not intended for deep-sea use due to the absence of a spray hood. The jacket is "fitted for, but not with", so if required a spray hood can be fitted. (See maintenance instructions).
13. If required the RELJ can be fitted with a flare (Signal, Distress Day/Night Mk4 A365/1370-99346-8905) in a dedicated stowage pocket located on the jacket outer cover.

Trials

14. Acceptance trials have been successfully completed.

Instructions regarding use

15. The RELJ is worn over all clothing and underneath any webbing. The jacket is secured by a waist belt and crotch strap. The crotch strap is to be tensioned by the wearer to ensure a tight fit. *Under no circumstance should webbing go over the inflatable element of the lifejacket as this could lead to injury.*
16. To operate the lifejacket locate operating handle on lower left-hand side of jacket. Pull down sharply. Do not wait for automatic back up to operate.
17. If the jacket fails to inflate, locate the webbing pull-tab above the operating handle. Pull the webbing away from you. This will undo the zip closure and reveal the oral inflation valve and tube. Inflate the lifejacket by blowing into the valve.
18. The blanking cap can be fitted to the operating head cartridge to disable the automatic mode. The automatic mode is only to be disabled when identified in standard operating procedures (SOP).
19. The light will operate automatically when the jacket is inflated and will last for eight hours at full power.
20. A whistle located on the oral inflation tube can be used to attract rescuers and other survivors.
21. The 'buddy' line is stowed below the battery and is used to linking together survivors to improve visibility in the water and reduce rescue time.
22. The life jacket should not be inflated if the wearer has to drop more than 4.5m into water, in this case the lifejacket should be fired immediately the water is entered.

Allowances

23. The allowance can be made up from either RELJ Mk1 or Mk2 or a mixture of both. Army units will be informed by their relevant Headquarters of the allowance to be held.
24. There is no automatic issue. Units will be required to place a demand for the lifejackets through the normal stores system. Approved demands for the lifejacket are to be sent to:

Mrs S Williams, CCS, Middle slip Jetty, PP69A, HM Naval Base Portsmouth, Hants. PO1 23NH.

Maintenance

25. The RELJ is maintained using RN Maintenance Management System (MMS) Schedule No. 1-5935-0000 available from: SMDC, COB2, HM Naval Base Portsmouth. PO1 3NH. Tel: 02392 725318, Mil (9)3 80 25318. Maintenance instructions are to be kept in the units Sea Survival Equipment Log (SSEL).

26. Maintenance is to be undertaken by qualified Sea Survival Equipment maintainers that have successfully passed the appropriate sections of the Maintainers/ Supervisors course at Survival Equipment Group (SEG), HMS *Sultan*, the School of Seamanship, HMS *Raleigh*, or the Royal School of Military Engineering at Chatham.

Training

27. Personnel using the equipment will require as a minimum a briefing and demonstration of the correct way to wear and operate the Lifejacket (including demonstration inflation).

28. In-water training (wet drills) may be required; this can be in a swimming pool or in the sea. Due to the potential dangers during Sea Survival drills, these are to be controlled by a Sea Survival Instructor qualified by SEG, HMS *Sultan*. Gosport.

29. RELJ's that are to be used for wet drills are to be modified as instructed in maintenance schedule No. 1-5935-0000 Maint Op *2.

30. Information posters of the lifejackets are available.

RN S3249 - ROYAL ENGINEERS LIFEJACKET Mk.1
RN S3250 - ROYAL ENGINEERS LIFEJACKET Mk.2

They can to be demanded from CSE 3A, CSE Llangennech, SA14 8PY.
Tel. 01554 - 822421 Military: (9)4 3685 5400

Defect reporting

31. Defect reporting is to be in accordance with Sea Survival Equipment Log (SSEL) procedures.

MOD Technical Authority

32. The following is the tri-service technical authority for this equipment:

NPPO GAMA5A3, Annex 3, F Block, Foxhill Bath. BA1 5AB

Tel: 01225 883953 Fax: 01225 885477

Tel: Military (9)3 55 85469

MoD Inventory Management

33. The following is the tri-service lead inventory management officer for this equipment:

NPPO GAMA5A1, Annex 3, F Block, Foxhill, Bath. BA1 5AB

Tel: 01225 883720 Fax: 01225 885477 Tel: Military (9)3 55 83720