

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
Title:	Army European Winter Activity Instruction 2017/18
Audience:	Army Personnel conducting "On Duty" activities on Snow and Ice
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Sponsor:	Army Training Branch, Army HQ
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Related Info:	As per linked documents and information within the DIN.
Classification:	OFFICIAL

ARMY EUROPEAN WINTER ACTIVITY INSTRUCTION 2017/18

Introduction

1. Physical Development (PD)¹ is a key component of UK Armed Forces (UKAF) operational capability. Sport significantly contributes to operational effectiveness, fighting spirit and personal development and is recognised as a feature of the Armed Forces Covenant. Sport plays an important part in Service life including recruiting and retention and contributes to; fitness, co-ordination, teamwork, leadership, competitive spirit and the Army's Core Values². Inextricably linked to operational efficiency, authorised sport is a Condition of Service with duty status and is a core activity. Winter Sports are at the most demanding end of the Army sport spectrum, therefore all activity must be organised accordingly to ensure appropriate risk management and best value for money.

¹ Physical Development includes Physical and Adventurous Training and Sport.

² Courage, Discipline, Respect for Others, Integrity, Loyalty and Selfless Commitment.

Aim

2. This Defence Instruction and Notice (DIN) directs the procedures to be followed by Army units and Army personnel to obtain authority and funding to participate 'On Duty' in Army Winter Activity (AWA) in Europe³. AWA in this DIN encompasses both Individual Military Training (IMT) and Sport on snow and ice. The definition of 'On Duty' is carefully bounded and relates only to those activities that come under the definition of AWA IMT and Category 1 or 2 Sport disciplines: Nordic, Alpine & Telemark skiing, Snowboarding, Bobsleigh, Luge and Skeleton Bobsleigh.

Limitations

3. This DIN covers Winter IMT and Category 1 or 2 Sports taking place over the period **1 Oct 17 – 31 Mar 18 only**⁴. All Winter IMT and Category 1 or 2 Sports falling outside this period are not covered as part of this instruction and are not to be authorised.

4. All those organising AWA events and training are to adhere strictly to the rules that govern the use of public funding for IMT and Category 1 or 2 Sports and the use of non-public funding IAW JSP 752. All other regulations have been interpreted in the context of winter activities, and thus there is no legitimate scope for any attempt to operate outside this instruction. Should it be required advice can be sought from the following:

- a. Policy – Army Training Branch (ATB) and other policy owners.
- b. Training Delivery – HQ Army Sport Control Board (ASCB).
- c. Assurance – Army Corporate Governance.

General

5. **Duty Status.** Throughout this DIN the term 'On Duty' refers specifically to the IMT and Sport activities that relate directly to the primary aims of AWA Exercises. This is not to be confused with the term 'Authorised Activity'. Both organisers and participants are to be aware that participation in an activity, for example, social and recreational activities that are not directly related to the primary aims of the AWA Exercises are not to be authorised as 'On Duty'. These 'Off Duty' activities are not entitled to use public funding or resources. For this reason, and several others explained later in this instruction, all personnel participating in or visiting an authorised AWA Exercise are strongly recommended to take out Personal Accident and Liability insurance cover for periods and activities when 'Off Duty'.

6. **Armed Forces Compensation Scheme (AFCS).** Whilst participating in Army sport all service personnel are to be aware of the cover and compensation that they are/maybe entitled to if illness, injury or death occurs through sport participation. The CofC is to strongly encourage all participants to read [JSP 765](#)⁵ and to have personal accident and third party liability insurance when participating in any winter sport activity, this is to cover incidents/accidents that are not covered under JSP 765.

Important. *The above compensation information is to be included in all AWA Exercise Instructions (EI); all involved in any AWA are to read and be aware of the MOD Compensation scheme.*

³ For Winter Sports Activity outside Europe, advice must be sought from HQ Army Sport Control Board (HQ ASCB) in the first instance.

⁴ For any winter training outside of these dates ASCB authorisation must be gained via ACOS ASCB.

⁵ [JSP 765 - MOD Compensation Schemes Statement of Policy](#)

Risk Management

7. **Duty Holding.** All 'On Duty' AWA disciplines fall within the scope of Duty Holding (DH) by virtue of being Risk to Life (RtL) activities, as such they are to be conducted in accordance with the Army's DH construct.

8. COs & OCs⁶, as Duty Holders are responsible for their soldiers when participating in IMT or Sport regardless of the activity level. It is imperative that COs & OCs assure themselves, in the first instance through the Event Instruction (EI) issued by the event organiser, that the event is being conducted IAW Service and NGB policy and direction. The EI communicates the fully risk management process and all COs and OCs are to be fully conversant with each EI and satisfied that risk is As Low As Reasonably Practicable (ALARP)⁷ and tolerable before authorising Army personnel to attend. Further DH guidance can be found in [LFSO 3216](#)⁸ and [DH in Army FRAGO Sport and Adv Trg](#). Authorisation for participation is to be via entry onto unit Part One Orders.

9. **Support to Military Competitions.** As a guideline, to qualify for certain public funding, the aim of every AWA event is to be directly linked to training for, or participating in a Corps, Divisional or Army Championships. For IMT activities that do not directly support these military competitions, the activity may be classified as a overseas sports visit⁹. When uncertain of the exercise status seek advice from sdavis@ascb.uk.com or ArmyTrg-StratPol-PD-ATSport-SO2@mod.uk.

Types of Army Winter Activities

10. **Types of AWA.** AWA consists of both IMT and Sport. Exercise organisers are to familiarise themselves with the winter activities that attract IMT or Sport Category for their activity. Eligibility for certain public funding will depend on the IMT or Sport category for their particular winter activity.

a. **Individual Military Training.** ATB has authorised that this consists of the following activities:

(1) **Alpine Skiing.** Unit Alpine Skiing qualifies as IMT as long as it takes place as '**training for and competing in**' a specific Arm/Service and/or Divisional competition (Para 9) in the same season **1 Oct 17 – 31 Mar 18**. As detailed in [JSP 660](#), *Competitive Alpine skiing at Army level and above is classed as Category 2 (Cat 2) Sport and not IMT*.

(2) **Nordic Skiing.** Nordic skiing, which encompasses cross country skiing, biathlon and the Military Patrol Race is designated as IMT when personnel are '**training for and competing in**' Arm/Service and/or Regional and Army level competitions in the same season (**1 Oct 17 – 31 Mar 18**).

b. **Category 2 (Cat 2) Sport.** IAW [JSP 660](#) - Sport in the UK Armed Forces, the winter sports disciplines listed below are classed as "Cat 2 Sport" and are eligible for some public funding within the season period **1 Oct 17 – 31 Mar 18**:

⁶ Of Minor Units.

⁷ A computation must be made by the owner in which the quantum of risk is placed on one scale and the sacrifice involved in the measures necessary for averting the risk. HSE Guidance <http://www.hse.gov.uk/risk/theory/alarplance.htm> refers.

⁸ [LFSO 3216](#) - The Organisation and Arrangements for the Management of Safety and Environmental Protection in Land Forces.

⁹ [2017DIN10-025 - Overseas Sports Visit](#).

- (1) Alpine (from Army level and above), Snowboard & Telemark.
- (2) Bobsleigh, Skeleton Bobsleigh & Luge.

c. **Category 3 (Cat 3) Sport.** IAW [JSP 660](#) Cresta is classed as a “Cat 3 Sport” therefore it does not qualify for any public funding.

11. In all cases, exercises are to gain HQ ASCB clearance for IMT and Category status prior to applying for public funding ([Annex A, Para 7](#)). Eligibility for funding for each category is summarised in the table at [Annex B](#).

12. **AWA Seasonal Structure.** Usually, particularly for snow sports, units organise their own training Exercises in preparation for Corps, Regional or Army championships. Funding is a unit responsibility. These unit exercises may be coordinated on a Corps or wider basis in order to assist less experienced units with accommodation and facility booking, and to achieve efficiency in the provision of instruction and coaching. It is normal for ice sports, and exceptionally for snow sports, for these training exercises to be mounted by Corps or AWA discipline committees. However administration, particularly obtaining finance, is much more problematic, because public funding is authorised through unit budgets. All planned events with requisite Exercise Instructions can be found on the [ACSB approved fixtures list](#).

13. **Corps Championships.** A number of Corps organise their own championships; some are held as continuing preparation for AWA championships, others as stand-alone events after the AWA championship season. In most cases, units separately organise and fund their own participation in Corps championships. **Corps championships are not funded by the AWA.** Corps are responsible for the non-public costs of organising these championships. The AWA is well aware of the various Corps Championships and provides guidance as required.

14. **Divisional and Army Championships.** The Divisional (Exercises PIPEDOWN and SPARTAN HIKE) championships¹⁰, and the Army Nordic (Exercise RUCKSACK) championships are organised centrally as IMT & Cat 2 Sport IAW [2017DIN07-077](#)¹¹. Accommodation is provided and publicly funded on a collective basis; units are responsible for all other eligible public funding from their own budgets, including transport. An entry fee will be charged for any element of the costs that do not fall to public funds. For Alpine skiing, unit exercise organisers and individual competitors are to ensure that suitable non-public funding is made available, in advance, for those unit teams and individuals that qualify for the Army Championships.

15. **AWA Championships.** Other AWA championships are organised by AWA discipline committees as sport competitions. Units are responsible for securing all eligible public funding costs and should be aware that an entry fee is likely to be charged, this will cover competition costs that do not fall to public funds. In all cases adequate authority and the provision for additional funding is to be planned to cover teams or individuals whom may progress in any competition. Retrospective justification for funding, claims, transport etc is problematic and any reimbursement of funding maybe rejected.

16. **Organisational Flowchart.** To assist in the organisation of an AWA, a flowchart for unit/corps organisers is at [Annex C](#).

¹⁰ Both of which consist of Alpine and Nordic Skiing.

¹¹ [2017DIN07-077 - Army Alpine and Nordic Exercises 2018](#).

17. **Exercise Nicknames.** All unit/regimental AWA events are to have a Ex Nickname, guidelines are at [Annex A, Para 2](#).

Authority and Clearance Procedures

18. **CO's Authority.** Once authority has been granted by the CO or equivalent, there are a number of procedures for specific elements of the AWA that require authority and clearance that are outside of the CO's authority. So that the correct process for unit AWA exercises can be followed, all the requisite administrative requirements must be carried out correctly. Organisers of AWA including coaching/training camps and competitions will ultimately need clearance from:

- a. Regional HQ Physical Development (PD) Branches.
- b. HQ Army Sport Control Board (HQ ASCB).
- c. British Embassy Defence Sections (Def Sect).

19. **Staff Clearance (SC).** SC is required in order that Regional HQs are aware of soldiers/units in their area of responsibility that are participating in an out of area activity. Further details and the procedure that must be completed for SC can be found at [Annex A](#), Para 9 – 11. Additionally, within 4 weeks of completion of any AWA regional HQs are responsible for collating unit PXR throughout their AOR in accordance with [Para 47](#) below.

20. **HQ ASCB Clearance.** Clearance from HQ ASCB (as the regulatory body for Army Sport) is required, as per all overseas sports activity. HQ ASCB will inform the Army Winter Sports Association Secretary of units intending to participate in training/competitions for Army Winter Activity when authority is granted. All applications are to be accompanied by the Exercise Instruction and forwarded at least 8 weeks prior to the event to [ACOS, HQ ASCB](#) (sdavis@ascb.co.uk). Further details are contained at [Annex A](#), Para 7.

21. **HQ BFG Staff Clearance (SC) & Political/Diplomatic Clearance (PC/DC).** HQ BFG has a responsibility to monitor the activity of all military 'On Duty' personnel of non-Germany based units training or transiting Germany. AWA unit team managers/Individuals wishing to train or transit through Germany are to complete the a **online** 'Staff and Political Clearance Request' form contained in [Annex A](#), Para 10.b.

22. **Transit Clearance (TC) Through Europe.** Direction and the procedure for TC through Europe is detailed at [Annex A](#), Para 12-13, all units, individuals and AWA event organisers are to read and follow this direction to obtain the appropriate TC.

23. **Weapons and Ammunitions Clearance.** [Annex A](#), Para 13.c provides safety and country clearance information on the transportation of weapons and ammunition. All units, individuals and event organisers involved in this aspects are to read and follow the direction provided.

24. **Diplomatic Clearance (DIPCLEAR).** DIPCLEAR is the political authority to transit through or conduct AWA in countries outside UK. Regularly used British Embassy contact details are at [Annex D](#). Comprehensive guidance for unit, individual and AWA Event/Competition DIPCLEAR direction is at [Annex A](#), Para 14. All unit, individuals

(participating in a AWA) and event/competition¹² organisers are to read and follow this information.

25. Units and individuals whose onward movement may be uncertain, eg because they may or may not qualify for the Army Championships are to refer to [Annex A](#), Para 13.g for further instruction.

Public Funding

26. **Public Funding Availability.** Authority to approve expenditure for authorised AWA is determined by [JSP 660](#), which includes eligibility for public funding. For Cash in Lieu of Rations (CILOR (see [Annex E](#), Para 3)), Transport, Travel, Accommodation and other allowances and funding is delegated to Budget Holders ([Annex E](#)).

27. **Use of Leased White Fleet Vehicles for Travel Overseas.** Only the use of leased White Fleet (WF) vehicles may be authorised for use overseas by the fleet manager/service provider IAW current policy. Team Managers are to engage early with their MT or Bde staff to seek advice and the latest direction, a minimum of 2 month in advance, to ensure the correct leased WF vehicle is available.

28. **Visits.** [VCDS Letter 20130913](#)¹³ provides guidance to AWA visits for Senior Officers (this is limited to 2* or above or nominated 1* on behalf of the 2* or above). There is no authority for COs and OCs to visit Winter Sports Activities. COs and OCs in the immediate chain of command may however, visit their unit teams when they are competing in Individual Military Training (IMT) events using their unit budget, if justifiable reasons can be given and where the unit budget permits.

29. Outside of the direction given in the letter above DASCBA has been given CGS direction to manage and authorise Senior Officers to visit AWA Competitions to assist with hosting duties at these events, this will be carried out IAW current service policy.

30. **Safety Officials.** IAW [AGAI Vol 1 Ch 5](#) each AWA organiser is to identify the number of essential safety officials required for each of their competitions/training camps and present the requirement annually to the AWA Secretary. The consolidated list is to be presented by AWA Secretary to the AWA Public Fund (PF) Manager so that public funding is secured to cover the expenditure for safety official for all AWA.

31. **Travel at Public Expense for Officials.** AWA are to consolidate and submit all requests for officials' travel at public expense against the Representative Sports Travel Budget (see [2017DIN10-023](#)¹⁴) for Army Sport to COS, HQ ASCB for authorisation.

32. **Accommodation Costs.** Units undertaking Individual Military Training (IMT) may charge all or part of collective accommodation costs to unit budgets, due to in year financial control measures and savings units **must** find budget accommodation that is fit for purpose. There is no authority to use public funds for accommodation costs for sports. IAW [JSP 752](#)¹⁵ Pt 2, Ch 2 Non-public funding must be used.

33. **Facility Charges.** Units undertaking IMT may charge the costs for using temporary facilities, ie biathlon ranges, ski trails/tracks and ski slopes to unit budgets, within unit financial Control Totals. Public funding for lift passes is admissible, if the IMT activity

¹² Corps, Divisional, Army and Inter Service Championships

¹³ [VCDS Letter 20130913](#) - Overseas Travel Restrictions: Application to Armed Forces Winter Sports.

¹⁴ [2017DIN10-023](#) - Travel at Public Expense for Army Sport.

¹⁵ [JSP 752](#) - Tri-Service Regulations for Expenses and Allowances.

dictates and is also subject to affordability.

34. **Equipment Funding.** The policy for spending the unit Sports Equipment Public Fund (SEPF) is well established and units are not to misuse this money. Equipment and clothing for recognised AWA Sports is within the SEPF policy.

Non-Public Funding

35. **Funding Avenues.** Non-public funding makes AWA affordable and exercise organisers are to make every effort to secure sufficient non-public funding. There are many sources of non-public funding examples are at [Annex E](#). Units seeking sponsorship are to do so IAW [JSP 462](#)¹⁶ Part 1 (Chapter 7), [AGAI Vol 1 Ch 5](#) and [Army Corporate Standard \(ACS\) 07- Sponsorship](#).

36. **Army Winter Sports Association (AWA).** Units/individuals that enter the Divisional Championships and/or qualify for Army or Inter Service AWA are strongly encouraged to become members of the AWA, which in turn contributes non-public funding (sponsorship & charitable donations), to all events. Further details can be found on the [AWA Website](#).

Health and Safety

37. **Safety Measures.** Winter Sports Activities are challenging, invigorating and a RtL activity. Organisers are to risk manage and assure the safety of all events/activity and **all** personnel involved (including visitors) when planning and executing their AWA IAW the following:

- a. [JSP 375 H&S Management](#).
- b. [JSP 375 Pt 2 Vol1 Chapter 40 Military Training](#)
- c. [JSP 375 Pt 2 Vol1 Chapter 08 - Risk Assessment](#)

38. Further guidance on Health and Safety matters is at [Annex F](#).

39. **Personal Insurance.** Service personnel are strongly advised to have their own personal accident and third party liability insurance cover when participating in any winter sport activity, moreover, individuals are to ensure that the specific activities and conditions being undertaken are covered by the policy. This is to cover incidents/accidents that are **not** covered by 'On Duty' status and the MOD's Self Insurance Policy.

40. Personal Insurance, specifying cover for competitions whilst 'On Duty' is mandatory for all participants and competitors in IS, Army, Corps and Regional Exercises and competitions. Further information is at [Annex F](#).

41. **Training and Competition Programmes – Duty Status.** All event/competition organisers and team OIC are to clearly highlight within their Exercise Instruction (EI) when individuals are On or Off Duty. The instruction is to include a training or competition programme showing all activities and the 'Duty Status' they attract.

Important. *The above insurance information is to be included in **all** AWA Exercise Instructions (EI); all involved in AWA are to read and understand their insurance cover whilst on AWA events/activities.*

¹⁶ [JSP 462 - Financial Management and Charging Policy Manual](#)

42. **Medical Action Plans.** IAW [LFSO 3215](#)¹⁷ all AWA are to develop a comprehensive Medical Action Plan (MAP). This is to be submitted to the units Competent Medical Authority (CMA) for endorsement. Details of CMA's and timelines are contained in Annex A to [LFSO 3215](#). Units and personnel conducting AWA are to ensure that the MAP is both well known to the unit and all individuals conducting the exercise AWA.

43. **Injury, Casualty and Compassionate.** The procedure to be followed for incidents of Injury, Casualty and Compassionate cases is at [Annex G](#). The OIC, 2IC and one other member of the exercise are to have all emergency contact telephone numbers to hand, preferably pre-dialled in a duty mobile phone prior to the commencement of the AWA.

44. **European Health Insurance Card (EHIC).** All personnel undertaking, officiating, visiting AWA or transiting in Europe are to be in possession of an in-date EHIC, further details can be found at this link; [EHIC](#). EHIC is to be used whenever medical treatment is sought in Europe, as it minimises medical costs that may be eligible for a refund from public funds and may be a condition of insurance. Further advice can be obtained from unit RAOs.

Other Administrative Matters

45. **Instructors.** Organisers are to ensure that events/activities have Suitably Qualified and Experienced Persons (SQEP) that are current, in-date and acceptable to the country where the AWA is being conducted; the French authorities will only accept British Association of Snowsport Instructors (BASI) qualifications for British ski instructors.

46. **Dress.** All AWA is to be undertaken in civilian dress, except when participating in the Nordic Skiing Military Patrol Races on Exercises SPARTAN HIKE, PIPEDOWN & RUCKSACK.

47. **Post Exercise Reports(PXRs).** All units are to compile a PXR of all corps/unit WSA. This is to be completed by the OIC/2IC Exercise/WSA and forwarded to both the acos@ascb.uk.com and Regional Bde PD Staffs within 4 weeks of the end of unit participation in all their WSA. Bde PD Branch staff are required to acknowledge receipt of all PXRs. All AWA exercise organisers are to use the PXR standard template at [Annex H](#). Accompanying the PXR is to be a comprehensive breakdown of both public and non-public funding using the funding template at [Appendix 1 to Annex H](#). Units that have applied for and received an Army Sports Lottery (ASL) Grant are to use the PXR template and funding breakdown to comply with [2016DIN10-002](#) – Army Sports Lottery. Para 7 of Annex A, Appendix 2 of this DIN is now rescinded for the purpose of Winter Sports.

Annexes:

- A. [Authority and Clearance Procedures](#)
- B. [Eligibility of Authorised AWA to Sources of Funding](#)
- C. [Organiser Flowchart](#)
- D. [DIPCLEAR and other useful Contact Details](#)
- E. [Public and Non-Public Funding Avenues](#)
- F. [Health and Safety Procedures](#)
- G. [Winter Sport/Activity Compassionate and Casualty Reporting](#)
- H. [Post Exercise Report Template](#)

¹⁷ [LFSO 3215](#) - Medical Planning for Land Forces Exercises, Training and Trials.

AUTHORITY AND CLEARANCE PROCEDURES

1. **General.** Once authority for participation has been granted by the CO or equivalent, there are several other procedures for specific elements of the AWA process that requires authority and clearance. These are as follows:

a. **Organisers.** This applies to competition and coaching/training camp organisers, as well as units and individuals organising their own AWA of all types.

(1) **Individual Military Training (IMT).** Unit coaching/training camp and Corps competitions are eligible for public funding if designated as IMT. COs must authorise unit-level AWA within their own funding limits but the COS ASCB authorises the IMT status. Corps level competition organisers must obtain IMT authority from the ASCB and funding is to be obtained by the organiser. For IMT activities that do not directly support the military competitions the activity may be classified as a sports visit, [SO2 ATSport, ATB](#) is to be contacted in the first instance for clarification.

(2) **Sport** (when travelling outside the unit's home theatre):

(a) **Army/Formation/Divisional Championships** – Authority to run an overseas sports visit must be obtained at least 8 weeks in advance from [ACOS, HQ ASCB](#). Publication of Sport competitions in the HQ ASCB Winter Fixtures booklet becomes the authority.

(b) **Corps and UK based units** – apply to [ACOS, HQ ASCB](#).

(c) **BF(G) based units** – apply to Secretary BF(G) Sport Board.

(d) **Cyprus/Gibraltar based units** – apply to J7 PD HQ BFC/HQ BF(Gib).

(e) **Rest of the World** – apply to [ACOS, HQ ASCB](#).

(f) **Army Reserve units** – apply to [ACOS, HQ ASCB](#).

b. **Competitors/Participants.** Once a competition or coaching/training camp has been authorised to take place, authorising participants for the Championships in [Para 9.a-d](#), is delegated to the organiser.

(1) **Army Championships (Alpine/Nordic).** Units/individuals who qualify from Exercises SPARTAN HIKE or PIPEDOWN (see Sub-para (3) below) automatically receive authority and further instructions from the Army Discipline Secretary.

(2) **Army Championships (Other Disciplines).** Units/individuals apply to competition organiser in accordance with the specific competition/training warning order or equivalent.

(3) **Divisional Championships (Alpine/Nordic only).** Units/individuals apply to attend the Divisional Championships in accordance with [2017DIN07-077](#); teams will be allocated to EX SH or EX PDN and notified prior to the annual pre-season Team Captains' Meetings.

(4) **Corps.** Apply to competition or coaching/training organiser in accordance with the specific competition or coaching/training instruction.

2. **AWA Nicknames.** All Regimental/Corps and unit led AWA is to have a two or three-worded AWA nickname, starting with the term Exercise then the initial-word descriptors (ALPINE, BOB etc) as shown in the table below. If an Exercise covers two or more categories, all are to be entered into the Exercise title. Activity identifiers have been abbreviated as follows this indicates the event status for funding purposes:

- a. For Individual Military Training use – IMT
- b. For Category 2 Sport use – Cat 2 Sp
- c. For Category 3 Sport use – Cat 3 Sp

Ser	Exercise Name	Activity
1	Exercise ALPINE (IMT and/or Cat 2 Sp)	All Alpine skiing Exercise and sport
2	Exercise BOB (Cat 2 Sp)	All Bobsleigh sport
3	Exercise CRESTA (Cat 3 Sp)	All Cresta sport
4	Exercise ICE (Cat 2 Sp)	All Ice sports (if Bobsleigh, Luge and Skeleton are combined)
5	Exercise LUGE (Cat 2 Sp)	All Luge sport
6	Exercise NORDIC (IMT)	All Nordic skiing Exercise
7	Exercise SKELETON (Cat 2 Sp)	All Skeleton bobsleigh sport
8	Exercise SNOWBOARD (Cat 2 Sp)	All Snowboarding sport
9	Exercise TELEMAR (Cat 2 Sp)	All Telemark skiing sport

Examples:

IMT event – Ex NORDIC (IMT) Slippery Slope – XX Unit Training Camp.

Cat 2 Sport event – Ex BOB (Cat 2) Steep Course - XX Unit Training Camp.

Cat 3 Sport event – Ex CRESTA (Cat 3) Scary Course - XX Unit Training Camp.

3. **AT Nicknames.** To avoid confusion units are not to use any form of Formation Headquarters Adventurous Training nickname indicators¹⁸ in the title. Advice can be sought from the relevant Formation Headquarters Physical Development (PD) Branch.

Clearance

4. Once authority has been gained, the correct process for unit AWA Exercise must be followed. Organisers of coaching/training camps and competitions are required to complete the Exercise clearance documentation for the following:

- a. **ACOS, HQ ASCB**; the details on HQ ASCB clearance can be found at Para 7 to this Annex.

¹⁸ APHRODITE, CADET, COCKNEY, CALPE, DIAMOND, DRAGON, NORTHERN, TIGER and VENTURER.

- b. Staff Clearance (SC); the process for SC can be found at Paras [9 - 11](#) to this Annex.
 - c. Transit Clearance (TC); the process for TC can be found at Paras [12 - 13](#) of this Annex.
 - d. Diplomatic Clearance (DIPCLEAR); the process for DIPCLEAR can be found at Paras [14 - 17](#) to this Annex.
5. Contact details for the most frequently used British Embassy Defence Sections (Def Sect), Regional HQs and HQ ASCB are at [Annex D](#).
6. All applications are to be made electronically; only in exceptional circumstances will hard copies be accepted. All applications must be sent on behalf of the CO/OC or equivalent as appropriate. Applications may be made concurrently but all 4 clearances are required before the AWA takes place. Contact details for advice and guidance are at [Annex D](#).
7. **HQ ASCB Exercise Clearance.** Applications are to be submitted to the ACOS, HQ ASCB for AWA Exercise Clearance¹⁹ and for the use of Public Transport (if applicable) using the headings below as a template:
- a. Exercise Nickname (see Para 2 above).
 - b. Type of AWA – Competition, Coaching, training, etc.
 - c. Discipline – Alpine, etc.
 - d. Dates.
 - e. Location.
 - f. Point of contact (Number, Rank, Name, Telephone and Email Address).
 - g. Confirmation of personal insurance details.
 - h. Acknowledgement of the requirement to produce a PXR and cost spread sheet.
 - i. Exercise Administrative Instruction.
 - j. Acknowledgement of the requirement to produce a Casualty Planning strategy.
 - k. Any other relevant information.

¹⁹ For IMT and Sports Category 2 & 3.

Authority/Clearance

8. COs authorise unit-level AWA within their own funding limits. Regardless whether the Exercise aim is simply to conduct AWA at unit level or to enter Corps, Regional or Army Championships, the procedures for further authority and the various clearance processes outlined in this DIN must be followed, including the requirement to produce a PXR and Financial Spreadsheet.

Staff Clearance (SC)

9. SC is required in order that Formation HQs are aware of soldiers/units in their AOR that are participating in an out of area activity.

10. **Procedure.** SC is to be applied for at least 6 weeks in advance of the AWA, to parent Regional HQ G7 PD Branch using the template form at [Appendix 1 to Annex A](#). For most of the UK-based units this is now the Bde HQ; [Annex D](#) provides contact details. For BF(G) units this is HQ BF(G) G3 PD.

a. **To All European Countries (including UK).**

(1) Units / Individuals are to apply for SC on behalf of participants, competitors and visitors to their Formation HQ G7 PD Branch.

(2) Exercise organisers are to apply for SC for officials and administrators to their own parent Formation HQ G7 PD Branch, copy to Corps HQs for Corps events.

b. **Travel to or through Germany.** HQ BFG has a responsibility to monitor the activity of all military 'On Duty' personnel of non-Germany based units training or transiting Germany. AWA unit team managers/Individuals wishing to train or transit through Germany are to complete the new **online** 'Staff and Political Clearance Request' form²⁰ at this [link](#).

c. Completion of this form negates the requirement to forward a copy to SO3 PD HQ BF(G). When completing the Form ensure that the names/Email addresses of the applicant, unit (2IC/Trg Oftr) and Sponsor (HQ Regional Bde) are correct²¹. For those without access to DII it is the responsibility of the unit team manager/individual to complete and submit the request using the link above.

11. **Nominal Rolls.** It is acknowledged that nominal rolls may change during the course of the organising period. Final nominal rolls must be forwarded to Regional Formation HQ and Host Nations (HN) prior to departure on AWA.

TRANSIT CLEARANCE (TC)

12. **Transiting.** Transiting is travelling through a country without taking part in any AWA in that country. TC is the authority for UK military forces to travel 'On Duty' through Belgium, the Netherlands, Luxembourg (BENELUX) and France (ie to/from the Channel); it is also required for travel anywhere in France with weapons or ammunition. It is obtained from Host Nations (HN) on behalf of units by 29 Regt RLC via 29RLC-69Sqn-MCC-TransClear@mod.uk. Clearance to transit Italy is granted directly by the

²⁰ The form is based on an InfoPath template with expanding fields and tick boxes for each activity; all required fields must be entered for a request to be processed.

²¹ This will ensure copies of unit/individual SC will be forwarded to the appropriate personnel within your CoC.

Defence Section Rome; for guidance and the form; see [Annex A, Appendix 5](#) and [Appendix 6](#).

13. **Procedure.** Units and individuals are to submit [Appendix 2](#) to this Annex to 29RLC-69Sqn-MCC-TransClear@mod.uk. It is essential that a mobile telephone number is provided that enables contact with those travelling.

a. **Travellers without Weapons/Ammunition.** Those travelling without weapons and/or ammunition through Belgium, the Netherlands, Luxembourg (BENELUX) and France (ie to/from the Channel) should apply a minimum of 2 weeks before the dates of travel to 29 Regt RLC MCC. 29 Regt RLC MCC will provide a Notification Number authorising the journey and will be aware of the probable location of duty travellers should there be an incident in the area.

b. **France.** In addition to Appendix 2 being sent to 29 Regt RLC all units/individuals transiting France are to send a copy of [Appendix 3](#) to the Def Sec France²².

c. **Travellers with Weapons and/or Ammunition.** Biathlon teams travelling with weapons and/or ammunition through Belgium, The Netherlands, Luxembourg (BENELUX) and anywhere in France are to apply at least 21 days before the dates of travel to 29 Regt RLC MCC and HQ Regional Command Movements for UK based units. 29 Regt RLC MCC will forward the application to HN authorities; when authority is granted, 29 Regt RLC MCC will provide a Road Movement Order to the unit. Should this not be received 3 days before travel, units are to contact 29 Regt RLC MCC to confirm status. Teams are to note that an excessive quantity of weapons or ammunition (eg only 2 people travelling with all the team's weapons) may require to be escorted by HN forces and thus will be limited as to the route and time of travel.

d. In addition to the above [Annex A, Appendix 4](#) provides safety information and in country clearance information on the transportation of weapons and ammunition. All units, individuals and event organisers involved in this aspects are to read and follow the direction.

e. Vehicles travelling with weapons and/or ammunition will be required to hold a customs declaration certificate (NATO Form 302). A NATO Form 302 can be requested through the relevant regional Movements branch:

(1) **UK based units** – HQ RC Movements – Email: RC-Sp-Mov-Surface-JNCO.

(2) **BF(G) units** – 29 Regt RLC MCC – Email: 29RLC-69Sqn-MCC-Transclear@mod.uk.

f. Vehicles transporting ammunition will also be required to hold a Dangerous Goods Note (DGN) - F/Mov 1042 which is to be signed off by the unit before being submitted to the Movements branch.

g. **Uncertain Travel.** When teams are uncertain in advance when and from which direction they are travelling, eg they may or may not qualify for the Army Championships, they are to apply for each possibility, cancelling the inappropriate request in good time.

²² Full details of the requirements are on [Appendix 3](#) - Transit Clearance Through France – Def Sect, to this Annex.

Diplomatic Clearance (DIPCLEAR)

14. DIPCLEAR is the political authority to transit through or conduct AWA in countries outside UK. It is communicated to units by the appropriate British Embassy Defence Section (Def Sect) or HQ BF(G) for Germany.

15. **Timing.** The timing of some DIPCLEAR applications varies; units can always seek confirmation from Def Sects. Initial applications, even if only in outline, should be made as soon as possible and must be at least 6 weeks in advance of the AWA. For AWA occurring in January an additional 2 weeks' notice must be added to account for the seasonal holidays.

16. **Procedure and Principles.** The procedure and principles for obtaining DIPCLEAR is as follows this has changed slightly from last year to help reduce the number of DIPCLEAR applications to embassy staff:

a. **Units and Individuals.** Units (and individuals only if participating on their own and not part of a team) are complete the following:

(1) Units are to gain in country DIPCLEAR for all their training camp location(s)²³ and any travel²⁴ to and from training and/or competition location(s).

(2) IAW policy document for visits units are to gain in country DIPCLEAR for any unit visiting VIPs to an AWA event(s) this is to include the visiting country and any country to be transitted.

(3) **DIPCLEAR Procedure.** Units are to complete the Application Form at [Appendix 1](#) and forward to the appropriate Def Sects using the contact details at [Annex D](#) (except Germany, which is done by completing the link at [Para 10.b.](#)) As much information as possible is to be provided (ie outline dates, type of activity, rough numbers and location) in good time. A second [Appendix 1](#) is to be completed in full, one week before transiting through or arriving in country.

(4) **In-Country DIPCLEAR Variations.** [Para 17](#) of this Annex describes and gives variations of in-country DIPCLEAR procedures, there are several countries that fall into this, therefore **all** are to read and apply if applicable.

(5) Units and individuals whose onward movement may be uncertain, eg because they may or may not qualify for the Army Championships and Inter Services Championships (Exercises RUCKSACK or LIONS CHALLENGE and ISSSC) from Exercises SPARTAN HIKE or PIPEDOWN, are to apply for DIPCLEAR for all possibilities; they are then to cancel whichever is not required.

b. **Event Organisers.** Organisers of authorised competition or training events are to complete the following:

(1) Gain in country DIPCLEAR for the all competitors²⁵ and officials that will be attending the individual competition or collective training event

²³ This includes any collatively training camps, ie Corps or Infantrys

²⁴ Any country to be transitted during the journey.

²⁵ Total number of competitors that the competition or collective training event is limited to.

(2) As soon as all competitors names are known send a complete nominal roll to the in Country Embassey as part of the DIPCLEAR process.

(3) Within 36 hours of the competition/collective training arrival date send to the embassey a comfirmation arrival nominal roll of competitors and officials

The above is slightly different to last year but will help reduce the total number of individual unit DIPCLEAR applications for one competition/event.

17. **DIPCLEAR for Inter Service Events.** Organisers of Army teams going on directly to take part in an Inter Service Event are to apply for DIPCLEAR for their Army Team²⁶ as per the [DIPCLEAR procedure](#) above or the [In-Country variations](#) below and then forward details of the participants as soon as the team is selected. Organisers of ISSC will only gain clearance for the event and its officials, requiring single Service Teams to gain clearance for competitors.

18. **Communications.** Due to suspected connectivity issues between MOD and FCO IT systems, it is recommended that any emailed submissions that are not acknowledged are followed up by a confirmatory telecon 2 working days later.

19. **In-Country Variations.** Whilst on many occasions European countries will apply the same DIPCLEAR processes, Exercise organisers are to be mindful that there may be some discrete differences. Further guidance on In-Country Variations can be obtained from Def Sect.

a. **Belgium, Luxembourg and the Netherlands (BENELUX).** DIPCLEAR is only required if AWA takes place in these countries. Transit Clearance is applied for through 29 Regt RLC – 69 Sqn MCC.

b. **France.** DIPCLEAR is required by organisers of AWA taking place in France, and by all unit/individual participants, by applying to the Def Sect on [Appendix 1](#). DIPCLEAR is not required for units/individuals transiting France (see direction regarding TC for France in [Para 13.b](#). above).

c. **Germany.** Normally HQ BFG requires 6 weeks to obtain DIPCLEAR from BFG HQ SCS Liaison Trg Asst. If teams are travelling: in 4 vehicles or fewer, with no more than 12 personnel, 16 biathlon rifles (incl 4 x SA80), and 8,000 rounds of .22” ammunition; and staying within the boundaries of the former West Germany, then DIPCLEAR can be obtained within a shorter timeframe. The completion of the link at [Para 10.b](#) is the process to be conducted.

d. **Italy.** DIPCLEAR is required both to transit Italy to/from AWA in other countries and to conduct AWA in Italy. There are specific timescales to be observed. Full instructions are at [Appendix 5](#) (Guidance Notes).

e. **Norway.** DIPCLEAR requests, even if only in outline, must be received by the Oslo Defence Section at least 6 weeks prior to the start of transit/activity. If a seasonal leave period (eg Christmas or Easter) falls within this 6 week period, an additional 2 weeks must be added. Requests failing to adhere to this timeframe run the risk of being refused clearance by the Norwegian authorities. Non-receipt of a DIPCLEAR request will no longer result in short notice clearance action: if an acknowledgement to a DIPCLEAR request has not been received within 2

²⁶ Total number of competitors that will compete in the Army Teams during the ISSC

working days, the unit should telephone the Defence Section to confirm receipt. Once DIPCLEAR has been granted by the Defence Section and before entering the country, organisers must contact National Joint Headquarters (NJHQ) Norway to confirm their plans. Full contact details for the POC in NJHQ will be provided in the DIPCLEAR notification issued by the Defence Section.

f. **Spain.** DIPCLEAR requests require Passport Numbers and Expiry Dates to be added to the Nominal Roll at [Appendix 1](#).

g. **Sweden.** DIPCLEAR requests for entry to or merely transit through Swedish territory involving the carriage of weapons must be submitted by the Stockholm Defence Section to the Swedish Customs Authority and Police Authority by 31 Oct each year. The information in [Appendix 1](#), in particular all weapon serial numbers, are required by the Def Sect by 21 October annually.

(1) All DIPCLEAR requests are to include the Budget Holder's authorisation (an email trail is sufficient) to charge the 1000 SEK entry fee per unit against the unit's stated UIN and a Resource Accounting Code (RAC).

(2) Note that Swedish Customs at the point of departure must certify the export from Sweden of imported weapons.

(3) British national competitors entering Sweden by commercial air passage.

h. **Croatia.** Any unit considering conducting AWA in Croatia should note that all non-UK citizens will require separate visa applications; an additional 6 weeks over and above normal DIPCLEAR timings should be allowed.

Transport Regulations and Legislation

20. **Defence Movements and Transportation Regulations.** Policy on road transport is contained in [JSP 800](#).

a. **Management and Operating Procedures.** The procedures for operating vehicles in cold weather and instructions for the use of snow chains are in [JSP 800 - Vol 5](#) – Leaflet 47

b. **Driving Overseas.** Policy on driving overseas is contained in [JSP 800 - Vol 5](#) – Leaflet 31. This is to be read, understood and applied by all AWA team, officials and visitors. [2011DIN06-004](#) explains the legal requirement for winter tyres in Germany and states how they may be ordered for White Fleet vehicles.

c. **Use of White Fleet Vehicles Overseas.** Team Managers of UK based teams are reminded of the need to comply with [Reference D](#) and ensure that they engage early with their MT, a minimum of one month in advance, to ensure the correct leased WF vehicle(s) is/are available (see [Para 20](#)).

Appendices:

1. [Application for Staff Clearance/Diplomatic Clearance for AWA](#)
2. [Winter Sports - Application for Transit Clearance through the Low Countries, Luxemburg and France](#)
3. [Transit Clearance Through France – Def Sect](#)
4. [Weapons and Ammunition \(Nordic Events Only\)](#)

5. [Diplomatic Clearance Application Procedures and Forms for Transiting Through, or Conducting AWA, in Italy](#)
6. [Application for Clearance to Transit Italy for Army Winter Activities \(AWA\) With or Without Weapons](#)
7. [Application for Clearance to Conduct Army Winter Activities \(AWA\) in Italy](#)

APPLICATION FOR STAFF CLEARANCE/DIPLOMATIC CLEARANCE FOR AWA

Ser	Required Information	Details
(a)	(b)	(c)
1	Exercise Name:	
2	Unit Title & UIN:	
3	Unit Address:	
4	Point of Contact Rank: Name: Office Telephone: Fax: Military Email: Civilian Mobile (on AWA): Civilian Email: <i>(Use Military & Civilian Dialling Codes):</i>	
5	Host unit/accommodation Address: <i>Inc Telephone/Fax</i>	
6	Overall Dates: <i>(From/To)</i>	
7	Location of Winter Sport Activity:	
8	Type of Winter Sport Activity or Reason for Transit:	
9	Entry into Country: <i>(Border Crossing Point)</i> Date & Approx Time	
10	Travel Routes in Country:	
11	Exit from Country: <i>(Border Crossing Point)</i> Date & Approx Time	
12	Method of Travel	
13	Type of Vehicle:	
14	Vehicle Registration Numbers <i>(when known):</i>	
15	Total Number of Personnel:	

16	Nominal Roll When Known <i>(Add more Rows as necessary)</i>	
a	Number, Rank, Name	
b	Number, Rank, Name	
c	Number, Rank, Name	
d	Number, Rank, Name	
17	Has Medical Insurance been taken out for all participants (for Austria, this must include Helicopter CASEVAC from the slopes)?	YES / NO
18	Total Number of Weapons Carried:	
a	Type & Serial Number: <i>(Add as necessary)</i>	
b	Type & Serial Number:	
19	Ammunition Carried: Type: Amount	
20	Persons Responsible for Weapons and Ammunition: Rank Name:	
21	Radios: Number: Types: Frequencies	

(add more rows if required)

Distribution:

Diplomatic Clearance:

Def Sect – AWA countries and all transit countries, less Germany.

Staff Clearance:

Formation HQ G7 PD.

Corps HQ - Corps event organisers.

Organiser - if not initiator.

Fax no:		Date of application:	
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MCC 69 Sqn PC & MC Sqn,
29 Regt RLC
British Forces Post Office 39
Telephone: +49 521 9254 3814 Mil Net: 948 (81) 3814

WINTER SPORTS - APPLICATION FOR TRANSIT CLEARANCE THROUGH THE LOW COUNTRIES, LUXEMBOURG AND FRANCE

1. The movement of bulk small arms through the Low Countries, Luxembourg and France is subject to Host Nations (HN) Regulations and Restrictions.
2. Units requiring to move bulk small arms must take this into consideration during planning. Units contravening any compulsory orders imposed by the HN may face Civilian Prosecution and/or Disciplinary Action.

Unit:	
Type of Move (ie Weapons, Haz, Stores):	
Op/Ex Name:	
Superior HQ/ Organisation:	

Originating Country: _____ Location: _____
 Destination Country: _____ Location: _____
 Proposed Route: _____

Ferry Crossing: _____
 Ferry Company: _____
 Channel Tunnel: _____

OUTWARD JOURNEY

Port of Departure: _____ Port of Arrival: _____
 DTG ETD: _____ DTG ETA: _____
Weapons: Qty: _____ Type: _____
Ammunition: Haz Div: _____ Un Ser: _____ NEQ Wt: _____
 Total Wt: _____
Proper Shipping Name: _____

TRANSIT JOURNEYS²⁷ (as applicable)

From: _____ To: _____
DTG ETD: _____ DTG ETA: _____
Weapons: Qty: _____ Type: _____
Ammunition: Haz Div: _____ Un Ser: _____ NEQ Wt: _____
Total Wt: _____

RETURN JOURNEY

Port of Departure: _____ Port of Arrival: _____
DTG ETD: _____ DTG ETA: _____
Weapons: Qty: _____ Type: _____
Ammunition: Haz Div: _____ Un Ser: _____ NEQ Wt: _____
Total Wt: _____

VEHICLE DETAILS

Total No of Vehs: _____
Type/Qty of Heaviest Veh: _____
Total No of Pax: _____
Veh Reg Nos: _____

DIMENSIONS (of largest vehicle)

Width (m): _____ Height (m): _____ Length (m): _____ Weight (tonnes): _____

UNIT CONTACT DETAILS

POC (Office Hours): _____
Civilian Contact No:
(Incl International Code) _____
Mobile Contact No:
(Incl International Code) _____
Fax No: _____
Date of Application: _____

²⁷ The Transit Journey template is to be repeated as many times as necessary.

TRANSIT CLEARANCE THROUGH FRANCE – DEF SECT

PLEASE NOTE THAT THE BRITISH EMBASSY IN PARIS DOES NOT ISSUE DIPLOMATIC CLEARANCE FOR TRANSITS THROUGH FRANCE FOR DUTY MOVEMENTS BUT STILL NEEDS TO BE AWARE OF THE MOVEMENTS OF BRITISH MILITARY PERSONNEL IN FRANCE.

ANY VEHICLE AND PASSENGERS (INCLUDING WPN MOVES) MOVING FOR MILITARY PURPOSE MUST SEEK TRANSIT AUTHORITY 21 WORKING DAYS PRIOR TO YOUR MOVEMENT VIA THE LOWER COUNTRIES/ FRANCE. PLEASE EMAIL A MOVVID 460A (E) TO 29RLC-69Sqn-MCC-TransClear@mod.uk (Flora, Pam) TO OBTAIN TRANSIT CLEARANCE FOR THE JOURNEY.

DIPLOMATIC CLEARANCE IS NOT TRANSIT AUTHORITY AND MUST BE SOUGHT IN ADDITION TO DIPLOMATIC CLEARANCE. ALL QUERIES CAN BE DIRECTED TO MRS P FLORA ON BIELEFELD 948 81 3814

Name of Unit :

Rank and Name of Exercise Leader :

Mobile telephone number of Exercise Leader :

Dates/Location of transit in France (entry and exit points):

Final destination & Reason for transit:

PLEASE ATTACH A FULL NOMINAL ROLL

Send to Emma.Barry@fco.gov.uk or fax to +33 1 44 51 34 4

WEAPONS AND AMMUNITION (NORDIC EVENTS ONLY)

1. **Weapons and Conversion Kits.** The processes for obtaining biathlon rifles and SA80 .22” conversion kits are covered in [2016DIN07-132](#)²⁸. The Safe System of Training (SST) is to be followed, including training practices, safety procedures and specimen Range Orders, that can be found at [AGAI Vol 1, Ch 13](#) - Army Biathlon Shooting Policy.

Weapons and Conversion Kits

2. **Security.** Organisers are to ensure that the specific security procedures for biathlon rifles, SA80s and .22” rim-fire ammunition, detailed in [LFSO 2007](#), are included in Exercise administrative instructions and followed by participants. Organisers are to take parent Formation Bde/Div G2 Sy advice for the specific AWA area(s) and in-transit countries. Event and competition organisers are to provide centralised and guarded facilities for the duration of the competition in accordance with [2016DIN07-132](#). For EXERCISE’s SPARTAN HIKE, PIPEDOWN, RUCKSACK and SKI RLC, all SA80 A2 are to be placed into centrally guarded storage with Ex Directors responsible for ensuring compliance. When not held in centrally guarded storage, all SA80 A2 are to be guarded at all times under the control of Team Captains.

3. **In-Country Requirements.** Organisers/competitors are to note that there are some specific In-Country Requirements for the movement of weapons and ammunition. Guidance should be sought from Def Sects, 29RLC-69Sqn-MCC-Transclear@mod.uk or HQ BF(G) G9 Trg.

²⁸ [2016DIN07-132](#) - Biathlon Rifle Security, Administration and Training.

DIPLOMATIC CLEARANCE APPLICATION PROCEDURES AND FORMS FOR TRANSITING THROUGH, OR CONDUCTING AWA, IN ITALY

1. **Personnel wishing to Transit Italy with Weapons.** Personnel wishing to transit Italy with weapons and/or ammunition on their way to/from another country must apply for diplomatic clearance by submitting [Appendix 6](#) by email to Defence Section Rome (defence.romex@fco.gov.uk) at least 25 days prior to entry into Italy. No other paperwork is to be sent. Personnel carrying weapons and/or ammunition unsure of qualifying for EXERCISE RUCKSACK after EXERCISES SPARTAN HIKE or PIPEDOWN, must apply for diplomatic clearance to transit Italy to the Rome Defence Section at least 25 days prior to their possible transit through Italy; they are then to cancel if is not required.

2. **Personnel wishing to Transit Italy without Weapons.** Personnel wishing to transit Italy without weapons and/or ammunition on their way to/from another country are required to submit [Appendix 6](#) by email to Defence Section Rome (defence.romex@fco.gov.uk) before their transit; there is no strict timescale as Defence Section is not required to inform the Italian authorities of these transits but needs to be aware of them in case of emergencies/accidents etc.

3. **Personnel wishing to conduct AWA in Italy.** Diplomatic clearance is obtained by submitting [Appendix 7](#), by email, to Defence Section Rome by email to Defence Section Rome (defence.romex@fco.gov.uk) at least 20 days prior to entry into Italy. No other paperwork is to be sent. Weapons and ammunition may *not* be carried or used in AWA conducted in Italy, *except* in the case of participation in official events organised by the Italian authorities; in this case, personnel must make arrangements with the event organisers for the safe keeping of the weapons whilst in Italy.

Notes:

- i. Do not send any other paperwork to Rome Defence Section apart from the Italy Clearance Form (Appendix 6 or Appendix 7), fully completed.
- ii. Personnel carrying weapons and/or ammunition may not stop overnight while transiting Italy.
- iii. All types/serial numbers of weapons and types/quantities of ammunition must be listed on the Clearance Form.
- iv. Vehicle details are not obligatory if unavailable, eg in the case of hired vehicles.
- v. Units are requested to include a civilian telephone number in their email to Defence Section so that they can be contacted for any clarification or further information required.

**APPLICATION FOR CLEARANCE TO TRANSIT ITALY FOR ARMY WINTER ACTIVITIES (AWA)
WITH OR WITHOUT WEAPONS**

1. Please only submit the form (including all tables) when you can provide all the details required, including a **complete** nominal roll and **all** weapon serial numbers if weapons are carried, and when you are sure the details are **final and definitive**. We cannot staff applications if any details are missing, because the Italian Authorities will not accept them.
2. Please enter your details in the table **as formatted below**, and do not send any other paperwork. If you are transiting Italy more than once, please enter the details for each transit separately at serials 5 and 6 and in the itinerary on p. 3 so that it is clear which dates/border crossing pts/itineraries refer to each transit.
3. Please read the footnotes.
4. Fully-completed forms are to be emailed at least **25 days before the transit** to Rome Defence Section (defence.romex@fco.gov.uk) if weapons are carried; if no weapons are carried, a few days' notice is sufficient.

Ser	Information Required	Details
1	Country of Origin:	UK
2	Name of unit:	
3	Reason for transit:	To move from one country to another to participate in British military ski championships
4	Unit Point of Contact - Rank, name and surname:	
	- Full office tel (use civilian dialling codes):	
	- Mobile (while in Italy):	
	- Full email address:	
5	Entry into Italy: - Border crossing pt ²⁹ :	
	- Date & approximate time:	
6	Exit out of Italy: - Border crossing pt ³⁰ :	
	- Date & approximate time:	
7	Number and type of vehicles used (VRN not necessary if unknown):	

²⁹ Choose one of the following:

- Brenner Pass (E45/A22)
- Cesana Torinese/Claviere/Montgenevre (SS24)
- Chiasso/Como (E35/A9)
- Frejus Tunnel/Bardonecchia (T4/E70)
- Grand St Bernard Tunnel (T2/E27)
- Mont Blanc Tunnel (T1/E25/A5)
- San Candido-Innichen/Prato alla Drava-Winnebach/Sillian (E66/SS49)
- Tarvisio (E25/A23)

³⁰ As at footnote 1.

8	Total number of personnel:	
	- Officers:	
	- NCOs:	
	- Troops:	
	- Civilians:	
9	Sports equipment (if any):	

NOMINAL ROLL

(add or remove rows as necessary)

Rank	Full first name(s) ³¹ and surname	Service N.

Itinerary THROUGH ITALY

Please outline your route through Italy, from the point of entry to the point of exit, listing the numbers of the motorways/main roads you will use. Below you will find a list of the usual transit routes through Italy: copy into the table the one(s) you plan to take; if none is appropriate, then outline your route briefly with the numbers of the main roads you will use.

- Brenner – Cesana Torinese: A22/E45, A4/E64, A32/E70, SS24
- Cesana Torinese – Brenner: SS24, A32/E70, A4/E64, A22/E45
- Brenner – Mont Blanc Tunnel: A22/E45, A4/E64, A5/E25, T1
- Mont Blanc Tunnel – Brenner: T1, A5/E25, A4/E64, A22/E45
- Frejus Tunnel – Cesana Torinese: T4, A32/E70, SS24
- Cesana Torinese – Frejus Tunnel: SS24, A32/ E70, T4

Date	Itinerary including approximate times of entry into and exit out of Italy

WEAPON DETAILS³²

Quantity	Type	Serial nos

³¹ Full names are required, not initials.

³² Personnel carrying weapons and/or ammunition may not stop overnight while transiting Italy.

AMMUNITION DETAILS

Amount	Type

APPLICATION FOR CLEARANCE TO CONDUCT ARMY WINTER ACTIVITIES (AWA) IN ITALY

1. Please only submit the form when you can provide all the details required - including a **complete** nominal roll and, if weapons are carried (see footnote 4 below for restrictions), **all** weapon serial numbers - and when the details are **final and definitive**. We cannot staff applications if any details are missing, because the Italian Authorities will not accept them.
2. Please enter your details in the table **as formatted below**, and do not send any other paperwork. Please read the footnotes.
3. Fully-completed forms are to be emailed to Rome Defence Section at least **20 days before arrival** in Italy (defence.romex@fco.gov.uk).

Ser	Information Required	Details
1	Country of Origin:	UK
2	Name of unit:	
3	Type of activity:	
4	Location of activity:	
5	Unit Point of Contact for the activity – - Rank, name and surname:	
	- Full office tel (use civilian dialling codes):	
	- Mobile (while in Italy):	
	- Full email address:	
6	Entry into Italy: - Airport/other border crossing pt ³³ :	
	- Date & approximate time:	
7	Exit out of Italy: - Airport/other border crossing pt ³⁴ :	
	- Date & approximate time:	
8	Number and type of vehicles used (VRN not necessary if not known):	

³³ If you are entering/exiting Italy via road, please choose one of the following:

- Brenner Pass (E45/A22)
- Cesana Torinese/Claviere/Montgenevre (SS24)
- Chiasso/Como (E35/A9)
- Frejus Tunnel/Bardonecchia (T4/E70)
- Grand St Bernard Tunnel (T2/E27)
- Mont Blanc Tunnel (T1/E25/A5)
- San Candido-Innichen/Prato alla Drava-Winnebach/Sillian (E66/SS49)
- Tarvisio (E25/A23)

³⁴ As at footnote 1.

9	Total number of personnel:	
	- Officers:	
	- NCOs:	
	- Troops:	
	- Civilians:	
10	Sports equipment (if any):	

NOMINAL ROLL
(add or remove rows as necessary)

Rank	Full first name(s) ³⁵ and surname	Service No.

PROGRAMME

Please provide a brief programme with dates, locations and a brief description of activities for the time to be spent in Italy. Please include details of entry into and exit out of Italy (airport & flight details or road border crossing points and approximate times).

Date	Activity

WEAPON DETAILS³⁶

³⁵ Full names are required, not initials.

Quantity	Type	Serial no

AMMUNITION DETAILS³⁷

Type	Amount

³⁶ Weapons and ammunition may not be carried or used in AWA conducted in Italy *except* in the case of participation in official events organised by the Italian authorities; in this case, personnel must make arrangements with the event organisers for the safe keeping of the weapons while they are in Italy.

³⁷ See footnote 4.

ELIGIBILITY OF AUTHORISED AWA TO SOURCES OF FUNDING

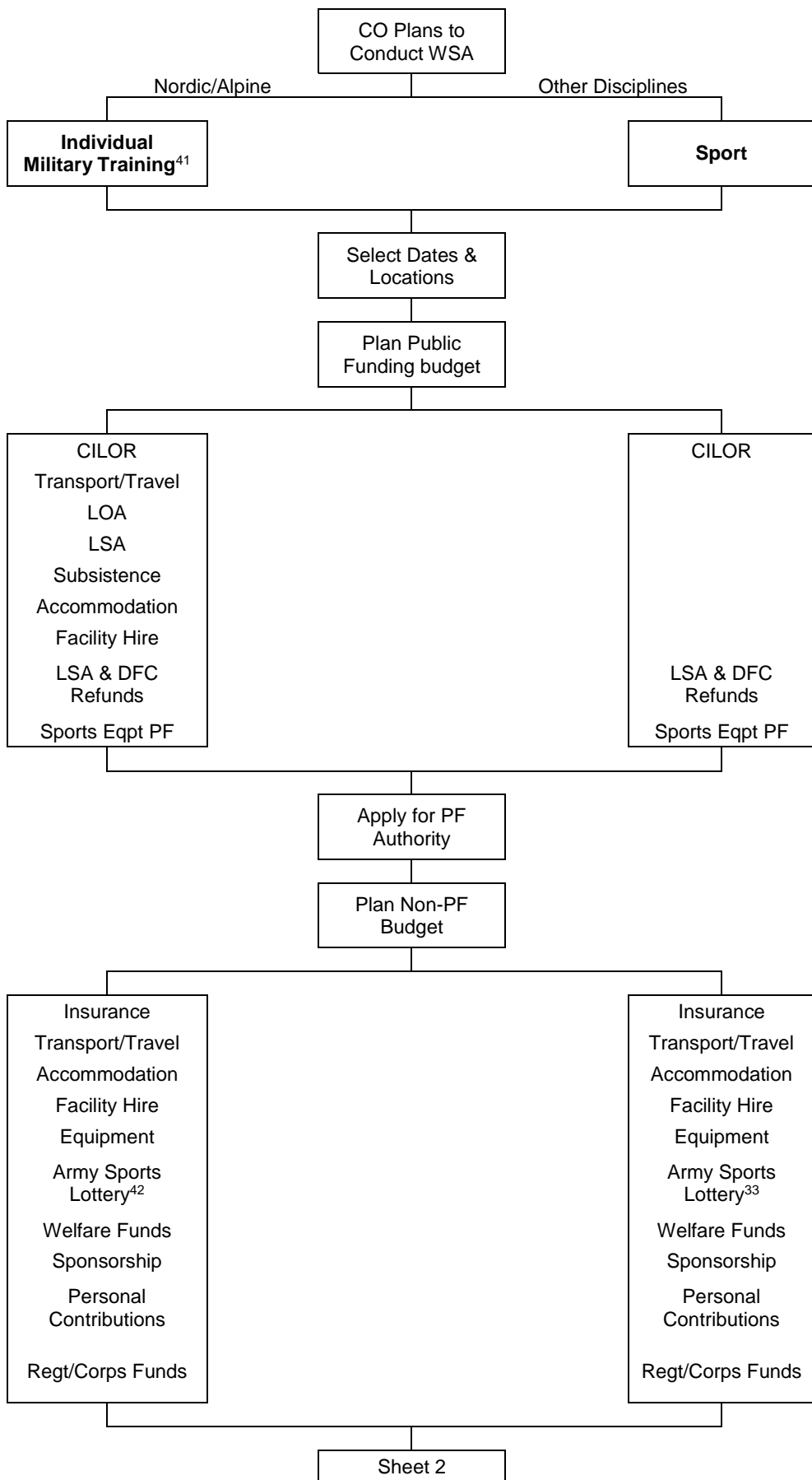
Ser	Item	Individual Military Training	Cat 2 Sport	Cat 3 Sport
(a)	(b)	(c)	(d)	(e)
		All Nordic Skiing; Alpine skiing up to Divisional & Corps Championship Level	Alpine skiing (above Army & IS levels), Bobsleigh, Luge, Skeleton, Snowboard and Telemark	Cresta and Non-competitive (but not Adventurous Training) Sport
1	Duty Status	On Duty	On Duty	See JSP 660 for Duty Status
2	CILOR	Yes (Not if LOA FYOFR is Claimed) ³⁸	Yes	No
3	Transport	Yes (within Unit Control Totals (CT))	Yes (within Unit Control Totals (CT))	No
4	LOA	Yes (Ex/Fed Rate) ²⁶	No	No
5	LSA	Yes ³⁹	No	No
6	Subsistence Allowances	Yes (if not collective arrangements or CILOR), please read Para 6 a & b of Annex E.	No (less key Safety Officials in Alpine, Bobsleigh, Luge, Skeleton, Snowboard and Telemark (Army and IS Champs))	No
7	Accommodation Costs	Yes	No	No
8	Facility Hire Charges	Yes	Yes ⁴⁰	No
9	SLA & DFC Refunds	Yes	Yes	Yes
10	Sports Eqpt Public Funding	Yes	Yes	No
11	Army Sports Lottery	Yes	Yes	Yes

³⁸ [JSP 456 Vol 2, Ch 7](#). CILOR is not admissible in conjunction with LOA, inclusive of 'find your own food' element, or when another allowance or retail messing covers the cost of feeding allowance (eg subsistence FIA or RMA), except when it is claimed in conjunction with LOA when UK personnel are on permanent duty serving overseas.

³⁹ [JSP 752](#) - Tri-Service Regulations for Expenses and Allowances Ch 5, Sect 4. Service personnel will be ineligible to receive LSA when: They are Volunteer Reserves undertaking periods of training under the terms of Sections 22 or 27 of RFA 96.

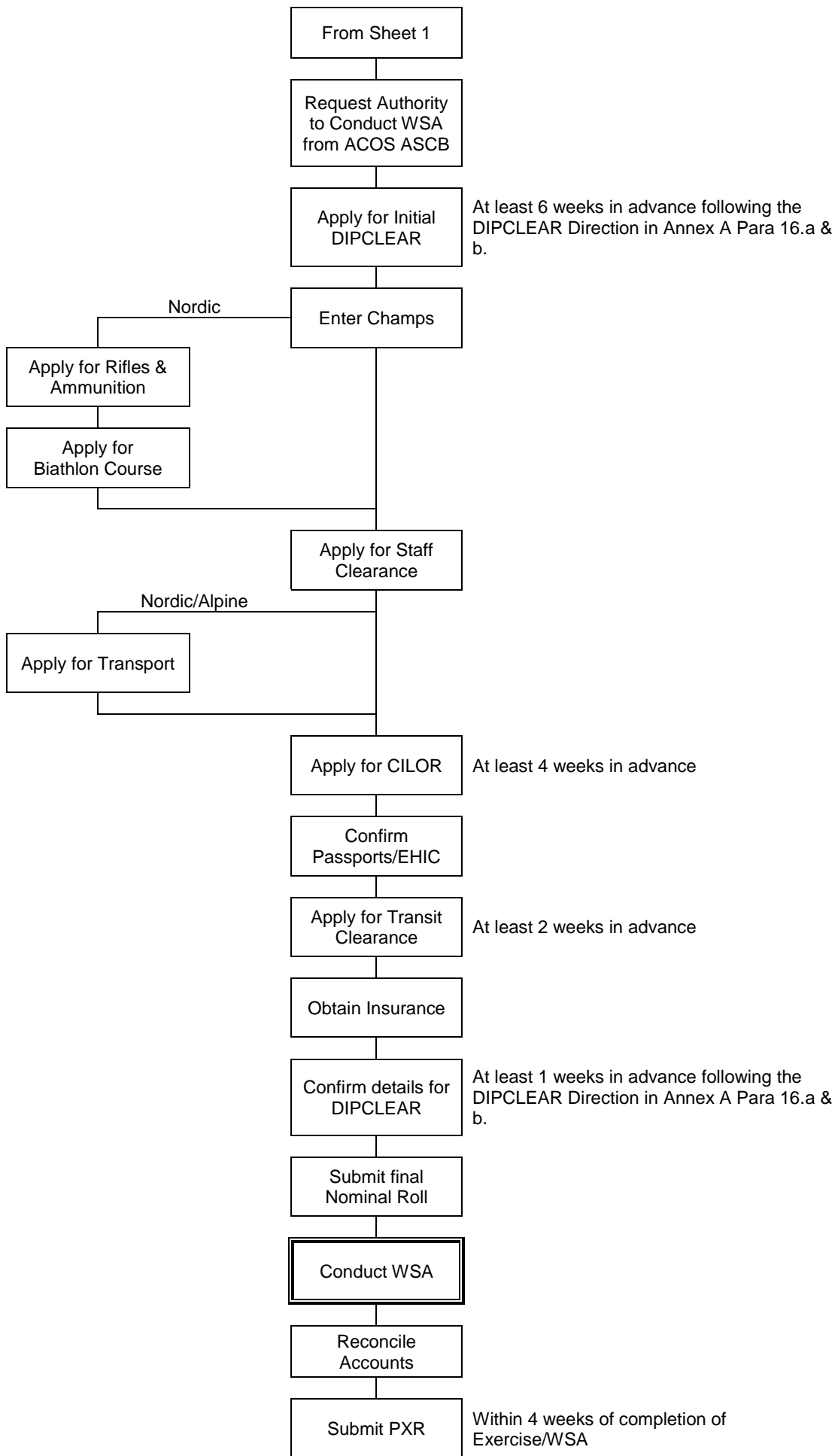
⁴⁰ In accordance with [JSP 660](#), Pt 1, Ch 1, Para 12.b.

ARMY WINTER ACTIVITY EXERCISE – ORGANISER FLOWCHART



⁴¹ Competitive Alpine skiing at Army level and above is classed as Cat 2 Sport and not IMT.

⁴² Any application for ASL funding is to be completed at least 12 weeks in advance.



DIPCLEAR AND OTHER USEFUL CONTACT DETAILS

<p>Austria. Defence Section, British Embassy, Vienna, Austria. BFPO 5260 Tel: 0043 1716 13 2218 / 2998 (fax) Email: Defence.Vienna@fco.gov.uk</p>	<p>Denmark. Defence Section, British Embassy, Copenhagen. BFPO 5201 Tel: 0045 3544 5211 / 5293 (fax) Email: defence.copenhagen@fco.gov.uk and scott.cuthbertson@fco.gov.uk</p>
<p>Belgium, Luxembourg & The Netherlands. Defence Section, British Embassy, Lange Voorhout 10, 2514 ED Den Haag, The Netherlands Tel: 0031 70 427 0333 / 0207 (fax). Email: Brenda.patel2@fco.gov.uk</p>	<p>France. British Defence Staff France, British Embassy, Paris, BFPO 747. Tel: 0033 1 4451 3399 / 3440 (fax) Email: Emma.Barry@fco.gov.uk</p>
<p>Germany. BFG HQ Strategy Communications Secretariat Liaison Trg Asst, BFPO 140 Mil Tel: 94881 2373 / 2366 (fax.) Civ Tel: 0049 521 9254 2373 / 2366 (fax.) Email: BFG-HQ-SCS-Liaison-TrgAsst@mod.uk</p>	<p>Italy. Defence Section, British Embassy, Rome, BFPO 65 Tel: 0039 06 4220 2307 / 2283 (fax). Email: Defence.Romex@fco.gov.uk</p>
<p>Norway. Defence Section, British Embassy, Oslo, BFPO 5202 Tel: 0047 2313 2714 / 97 (fax). Email: OsloDefence@fco.gov.uk</p>	<p>Spain. Defence Section, British Embassy, Madrid, BFPO 5235 Tel: 0034 917 14 6469 / 6307 (fax). Email: da.madrid@fco.gov.uk</p>
<p>Sweden and Finland. Defence Section, British Embassy, Stockholm, BFPO 5205 Tel: 0046 8671 3106/07 / 3184 (fax). Email: defence.stockholm@fco.gov.uk</p>	<p>Switzerland. DA Berne, British Embassy, Thunstrasse 50, 3005 Berne, Switzerland Tel: 0041 31 359 7773 / 7788 (fax). Email: Lorraine.clay@fco.gov.uk</p>

Transit Clearance Belgium, Luxembourg, the Netherlands and Channel Ports (plus France (only when with weapons))

<p>29 Regt RLC: MCC 69 Sqn PC & MC Sqn, British Forces Post Office 39 Tel: +49 521 9254 3814 Mil: 948 (81) 3814 Email: 29RLC-69Sqn-MCC-Transclear@mod.uk</p>	
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OTHER USEFUL CONTACT DETAILS

<p>Army HQ, SO2 AT & Sport, Army Trg Br. Address: IDL 433, Marlborough Lines, Monxton Road, Andover, SP11 8HJ; Tel: Mil: 94391 7917, Civ: 01264 381917; Email: ArmyTrg-StratPol-PD-ATSport-SO2@mod.uk</p>	<p>COS ASCB. Address: ASCB, Mackenzie Building, Fox Lines, Queen's Avenue, Aldershot, GU11 2LB; Tel: Mil: 94222 7302, Civ: 01252 787302; Email: ahassell@ascb.uk.com</p>
<p>ACOS ASCB. Address: ASCB, Mackenzie Building, Fox Lines, Queen's Avenue, Aldershot, GU11 2LB; Tel: Mil: 94222 7058, Civ: 01252 787058; Email: sdavis@ascb.uk.com</p>	<p>AWA/UKAFWSA Secretary. Address: ASCB, Mackenzie Building, Fox Lines, Queen's Avenue, Aldershot, GU11 2LB; Tel: Mil 94222 7078, Civ: 01252 78 7078; Email: mallen@ascb.uk.com</p>

<p>BA(G) Sport Board Secretary. Address: HQ BFG, BFPO 140; Tel: Mil: 94872 2545; Civ: +49 (0)2161 472 2545; email: BFG-HQ-G7-SportsBd-GenSec@mod.uk; Fax Mil: 94881 2370 or Civ: +49 (0)52192 542370.</p>	<p>HQ BFG, G3 PD. Address: HQ BFG, Catterick Bks, Bielefeld, BFPO 140, Tel: Mil: 94881 2315, Civ: 0049 (0)521 9254 2367; Email: BFG-G3-PD-SO3@mod.uk</p>
<p>HQ Regional Comd, G7 PD. Address: HQ Regional Comd, Aldershot GU11 2DP; Tel: Mil: 94222 3968, Civ: 01252 784178; Email: RC-OpsEngt-PD-Sports-SMI@mod.uk</p>	<p>HQ 38 Bde, G7 PD. Address: HQ 38 Bde, LMS & D NI, Building 106, Lisburn, BFPO 825, Tel: Mil: 94916 3206 Civ: 02892 263206; Email: 38X-OpsTrg-PD-SO3@mod.uk</p>
<p>HQ 51 Inf Bde, G7 PD. Address: HQ 51 Inf Bde, Forthside, Stirling, FK7 7RR Tel: Mil: 94741 4925; Civ: 01313 108361; Email: 51X-G7-PD-SO3@mod.uk</p>	<p>HQ 42 Inf Bde, G7 PD. Address: HQ 42 Inf Bde, Fulwood Barracks, Preston, Lancashire, PR2 8AA Tel: Mil: 94554 2081, Civ: 01772 260081; Email: 42X-OpsTrg-PD-SO3@mod.uk</p>
<p>HQ 4 Inf Bde, G7 PD. Address: HQ 4 Inf Bde, Scotton Rd, Catterick Garrison, CATTERICK, N Yorks, DL9 3JS Tel Mil: 94731 4581; Civ: 01748 872142; Email 4X-Trg-PD-SO3@mod.uk</p>	<p>HQ 160 Bde, G7 PD. Address: HQ 160 Bde, The Barracks, Brecon, Powys, LD3 7EA, Tel: Mil: 94351 2307 Civ: 01874 612307; Email: 160X-HQ-OpsTrg-PD-SO3@mod.uk</p>
<p>HQ 11 Sig Bde, G7 PD. Address: HQ 11 Sig Bde, Copthorne Bks, Copthorne Rd, Shrewsbury, Shropshire, SY3 8LZ, Tel: 94461 2457 Civ: 01743 262457; Email: 11SIGX-HQ-G7-PD-SO3@mod.uk</p>	<p>HQ 11 Inf Bde, G7 PD. Address: HQ 11 Inf Bde, Wavell House, Cavans Road, Aldershot, Hants, GU11 2LQ, Tel: Mil: 94222 2752 Civ: 01252 347752; Email: 11X-G7-PD-SO3@mod.uk</p>
<p>HQ 7 Inf Bde, G7 PD. Address: HQ 7 Inf Bde, Chetwynd Bks, Chilwell, Beeston, Notts, NG9 5HA. Tel Mil: 94451 2919; Civ: 01159 572919; Email: 7X-G7-PD-SO3PD@mod.uk</p>	<p>HQ 1 Arty Bde, G7 PD. Address: HQ 1 Arty Bde, Jellalabad Bks, Tidworth, Wilts, SP9 7BQ, Tel Mil: 94342 4920; Civ: 01980 656620; Email: 1ARTYX-SW-G7-PD-SO3@mod.uk</p>
<p>HQ 1 (UK) Div, G7 PD. Address: HQ 1 (UK) Div, Fulford Bks, Fulford Rd, York, N Yorks, YO10 4HD; Tel Mil: 94777 2037; Civ: 01904 662037; Email: 1UKXX-G7-PD-SO2@mod.uk</p>	<p>HQ 3 (UK) Div, G7 PD. Address: HQ 3 (UK) Div, Picton Bks, Rawlinson Rd, Bulford, Wilts, SP4 9NY; Tel Mil: 94321 2326; Civ: 01980 672326; Email: 3UKXX-Pers-PD-SO2@mod.uk</p>
<p>HQ FTC, G7 PD. Address: HQ Force Troops Command, Trenchard Lines, UPavon, Wilts, SN9 6BE; Tel Mil: 94321 8597; Civ: 01980 618203 Email: FTC-G7-PD-SO2@mod.uk</p>	<p>HQ LONDIST, G7 PD. Address: HQ LONDIST, Horse Guards, Whitehall, London SW1A 2AX; Tel: Mil: 94631 2402, Civ: 02074 142402; Email: LONDIST-SO2G7PD@mod.uk</p>
<p>HQ BF Cyprus, G7 PD. Address: HQ BF Cyprus, Episkopi Garrison, BFPO 53; Tel: Mil: 94120 3092; Civ: 00357 259 63092; Email: BFC-HQ-J7-PD-SO2@mod.uk</p>	<p>HQ BF Gibraltar, G7 PD. Address: HQ BF Gibraltar, BFPO 52; Tel: Mil: 9231 98531 5060, Email: Gib-HQBF-SAJ3PAT@mod.uk</p>
<p>Secretary UKAFSB. Address: Sec CSSB, ASCB, Mackenzie Building, Fox Lines, Queens Ave, Aldershot; Tel Mil: 94222 7061; Civ: 01252 78 7061; Email: ukafsb@ascb.uk.com</p>	

PUBLIC AND NON-PUBLIC FUNDING AVENUES

PUBLIC FUNDING

1. **Expenditure.** Authority to approve expenditure for authorised AWA is delegated to Budget Holders.
2. **Hire of Winter Activity Facilities.** Under specific and agreed circumstances hiring and or constructing temporary Winter Activity facilities is permissible. Further details can be found in [JSP 660](#).
3. **Cash in Lieu of Rations (CILOR).** IAW [JSP 456, Vol 2, Ch 7](#), CILOR is admissible for participants in IMT and for competitors and officials in Cat 2⁴³ Sport AWA championships, less Cresta⁴⁴, approved by the ASCB. CILOR will not be authorised without Authority and SC, but may be applied for concurrently; once in receipt, Authority and SC details are to be forwarded to the appropriate Log Sp (Food Svcs) Branch. CILOR will only be paid retrospectively in exceptional circumstances, so units with any possibility of qualifying for the Army Alpine and Nordic Championships should apply before knowing if they have qualified; if they fail to qualify, the CILOR advance can easily be returned. Units are to inform Army HQ (Log Sp (Food Svcs)) of any changes to their CILOR requirements as they occur, such as individuals being RTU through injury etc. Applications are to be submitted by units on [Annex A of Chap 7](#), at least 4 weeks in advance, as follows:
 - a. **For Germany, Austria, Denmark, Belgium, Holland and Poland:**
 - (1) **Non-BF(G) Units/Individuals.** To Budgetary Formation HQ for onward submission to Army HQ (Log Sp (Food Svcs))/HQ BF(G) G4 (Food Svcs).
 - (2) **BF(G) Units/Individuals.** Direct to HQ BF(G) G4 (Food Svcs).
 - b. **For Other European Countries:**
 - (1) **Non-BF(G) Units/Individuals.** To Budgetary Formation HQ for onward submission to Army HQ (Log Sp (Food Svcs)).
 - (2) **BF(G) Units/Individuals.** Direct to HQ BF(G) G4 (Food Svcs).
4. **Transport**
 - a. **Green Fleet Vehicles.** Military vehicles are not to be used.
 - b. **White Fleet Vehicles.** Applications to use White Fleet vehicles for IMT are to be submitted as follows:
 - (1) **Non-BF(G) Units/Individuals.** In accordance with [Para 20](#) use of White fleet vehicles.
 - (2) **BF(G) Units/Individuals.** In accordance with SO BFG 4303.
 - (3) **Fuel Cards.** Fuel cards are to be obtained from Formation HQ (Log Sp) and accounted for in accordance with current instructions.
 - (4) **Ferry Tickets.** Units are to apply in accordance with Formation HQ instructions. See [Para 5.c](#) below for booking.

⁴³ Formerly Recognised Sport.

⁴⁴ Due to being a Cat 3 Sport.

c. **Additional Guidance.** In addition to JSP 800, to take account of the frequently changing legislation in many European countries, additional guidance can be obtained from Def Sect, 29 Regt RLC and HQ BF(G) G9 Trg.

5. Travel Funding

a. Travel at Public expense is authorised for all IMT subject to affordability and within Unit Control Totals (CT).

b. Travel at public expense is admissible for competitors and essential officials for all ASCB or UKAFSB authorised Winter Sports events, except for Cresta. There is a maximum per capita cost currently £175, which is detailed in [JSP 660](#). For travel between Army Championships and Inter Service Championship venues, the maximum per capita cost is currently £125. Sport travel claims are made in accordance with [2017DIN10-023](#) - Travel at Public Expense for Army Sport. IMT travel claims are made through the appropriate unit Training Budget.

c. UK based units may wish to take advantage of the ASCB discounted ferry/tunnel travel scheme from Dover to Calais managed by Traveleads. For bookings visit armysportcontrolboard.org/links.

6. Allowances and Charges

a. **Local Overseas Allowance(LOA) and Longer Separation Allowance (LSA).** Those conducting Sport AWA are **not** eligible for the Ex/Fed or Field Conditions Rate of LOA ([JSP 752](#) nor for LSA IAW [JSP 752](#), those acting as AWA Safety Officials are to check with their RAO department before any AWA to establish any allowances they may be entitled to IAW with [JSP 752](#).

b. **Subsistence Allowance.** Those undertaking IMT AWA are eligible for subsistence allowances, against the unit training budget, only when they are travelling and thus not eligible for CILOR during this period IAW [JSP 752](#). Subsistence allowances are not admissible for participants or competitors in Sport or other AWA. Key Safety Officials in Sport AWA⁴⁵ may be eligible IAW [JSP 752](#), they are to check with their RAOs department before any AWA. Subsistence allowances, against the Exercise budget, may be admissible for officials at EX SPARTAN HIKE, EX PIPEDOWN and EX RUCKSACK where collective arrangements have not been made.

Important. All event/competition organisers and Team OIC have the responsibility to clearly communicate to all competitors, team support staff and officials of any allowances and claims that are permissible for the duration of their exercising period(s) IAW with JSP 752 and this DIN.

c. Individuals who are not accommodated at Public expense may be refunded Single Living Accommodation charges and the Daily Food Charge, when incurred.

NON-PUBLIC FUNDING

7. **Army Sports Lottery (ASL).** Units may apply for an Army Sports Lottery (ASL) Winter (Sports) Activity (WSA) Grant towards the cost of participation in any authorised WSA. WSA grants will be paid on a pro rata basis according to the number of tickets held; £25 per ticket up to £125. Applications are to be made retrospectively, accompanied by a PXR (see [Para 36](#)), by units in a single application for all members of the ASL in all of their Winter Sports teams. Grants will not be paid without a PXR (see [Para 36](#)). Only one grant per season will be made to each ASL member. Individuals are not members of the ASL until the first payment has been received through JPA; this can take 6-8 weeks after applying for membership. Further details can be found in [2016DIN10-002](#) -

⁴⁵ Army and IS championships in Alpine, Bobsleigh, Luge, Skeleton, Snowboarding and Telemark.

Army Sports Lottery, or on the ASL website www.armysportslottery.com.

8. **Berlin Infantry Brigade Memorial Trust Fund (BIBMTF).** Units may apply for a Winter Sports grant of circa £20 per person, subject to confirmation, from the BIBMTF Charitable Trust for Cat 1 and 2 Sports and IMT AWA – see [2017DIN10-006](#).⁴⁶ Priority is given to complete novices, junior ranks and units involved in routine training, which may find it difficult to get away for unit level competition. These bids are to be consolidated at unit level to encompass all disciplines and are to be submitted electronically direct to the Trust Secretary, email: isvcsagency@easynet.co.uk copy to sdavis@ascb.uk.com. Grants will be allocated from October onwards until the allocation is exhausted.

9. **Army Welfare Funds – Equipment Grants.** Charitable (non-public) funds are available to support welfare, recreational and sporting projects and equipment. Unit sports teams and Regimental and Army teams and associations may apply for grants in accordance with [ACSO 3206 – Army Welfare Funds](#). Applicants should note that the funds are for tangible assets and not for travel and subsistence, maintenance, entry fees or items such as ski lift passes. The Army Welfare Grants Committee, which distributes the funds, will consider grants towards winter sports equipment for regimental (unit) teams competing in Telemark and Snowboard events only.

SPONSORSHIP AND DONATIONS

10. Any sponsorship or a voluntary donation must be IAW [JSP 462](#)⁴⁷ Part 1 (Chapter 7), [AGAI Vol 1 Chap 5](#) and [Army Corporate Standard \(ACS\) 07- Sponsorship](#). There are also useful sports sponsorship directive on the ASCB website at this [link](#).

11. MOD resources and assets must not be used to raise sponsorship. MOD officially-headed paper is not to be used to give an impression that sponsors are supporting an official MOD organisation; correspondence must be on behalf of the PRI or ski team, not on behalf of the unit. Sponsors may not use regimental badges or the Army Badge (crossed swords) in promotional material linked to non-public sponsorship. If vehicles are provided as part of the sponsorship, the cost of maintenance, fuel, insurance etc must be met by the sponsor or from non-public funds.

12. All dealings with sponsors or potential sponsors must adhere to the following key principles: impartiality, honesty and integrity; avoidance of conflict of interest; safeguarding reputation; accountability; regularity and propriety; avoidance of official endorsement of sponsor and/or their products.

13. Any queries regarding sponsorship should be referred to the AWA Sponsorship Secretary via Email at sponsorship@AWA.org.uk.

⁴⁶ [2017DIN10-006](#) - Berlin Infantry Brigade Memorial Trust Fund (BIBMTF)

⁴⁷ [JSP 462 - Financial Management and Charging Policy Manual](#)

HEALTH AND SAFETY PROCEDURES

1. **General Safety on AWA.** Organisers must apply the provisions of [JSP 375 - Management of Health and Safety in Defence](#) when planning and executing their AWA, in particular managing the Safe System of Training (SST) and the Risk Assessment (RA) process. Detailed guidance on the SST can be found within [JSP 375, Pt 2, Vol 1, Ch 40](#)⁴⁸, this along with [MOD Form 5015](#)⁴⁹ available at [JSP375 H&S Forms](#) are to be used for all AWA.

1. NGB regulations are to be used as the basis for safety where applicable also using [JSP 375](#) with the NGB regulations, ***the higher safety standard is to be applied***. Due to IMT status, the AWA has produced specific Rule Books for the conduct of Nordic, Alpine & Telemark skiing and Snowboarding in the Army, which are available on [AWA Website](#). Safety equipment, including a helmet are to be worn by all participants, as directed by the event organiser and as indicated in the training and competition exercise instruction. All teams are to comply with the casualty and injury reporting procedures detailed in [Annex G](#).

2. **Reporting of Accidents/Incidents and the Production of Learning Accounts.** The OIC, or in his absence the 2IC, of the unit team are responsible for informing the Ex OIC and their own CoC of any accidents/incidents⁵⁰ that occur during WSA activity and are to produce a learning account in accordance with [LFSO 3216](#).⁵¹ Further details on accident and injury reporting procedures are contained in [Annex G](#).

3. **Personal Liability/Accident Insurance.** Many soldiers while participating in AWA will do so as IMT which, under normal circumstances, would provide medical protection through on duty status. However, the MOD does not have a centralised agreement with foreign countries to recognise admin instructions and MOD form 90s as authority to gain access to medical facilities. As a result foreign rescue and medical services often require proof of commercial insurance or a personal credit card (with a high expenditure limit) before they conduct any remedial action. Therefore, for Exercises at Unit/Corps level, all service personnel are **strongly** advised to have their own personal accident and third party liability insurance cover when participating in any winter sport activity, moreover, individuals are to ensure that the specific activities and conditions being undertaken are covered by the policy. This is to cover incidents/accidents that are **not** covered by 'On Duty' status and the MoD's Self Insurance Policy.

4. Non MOD Property. Additionally units are to consider insurance cover for the use of non-MOD property whilst on exercise.

5. Personal insurance, specifying cover for competitions whilst 'On Duty' is **mandatory** for all participants and competitors in IS, Army, and Regional Exercises/competitions. Commercial medical insurance, including Helicopter Medical Evacuation cover, is **mandatory** in Austria. Such insurance costs may not be charged to public funds. Exercise organisers are strongly advised to ensure that personal liability/accident insurance cover is centrally coordinated. If an individual already has cover, it should be checked against the requirement.

6. Further insurance information by Army Corporate Governance can be found at [ACS10: Insurance](#)

7. **Payment of Bills incurred whilst conducting "On Duty" activity.** In the event that a bill for emergency/medical provision is raised against an individual not covered by any personal liability/accident insurance, it must be paid by the individual and, as long as the

⁴⁸ [JSP 375, Pt 2, Vol 1, Ch 40 - Military Training for Land Systems](#).

⁴⁹ [MOD Form 5015 - Military Training for Land Systems](#), risk assessment proforma.

⁵⁰ All incidents regardless of severity should be passed up the CoC IOF the CoC to assess the impact the incident may have on the reputational damage it may cause to the Army and unit.

⁵¹ [LFSO 3216, Annex C – The Reporting of Accidents & Incidents](#).

activity was an irrefutably authorised activity, ie on duty activity, charges for medical treatment or rescue may be refunded through the unit RAO.

8. **Personal Insurance Compensation.** There have been instances where insurance companies underwrite activities on the basis that 'the MOD will pay'. This is not always the case as, for example, MOD will only consider reimbursing money for activities that are publicly funded and therefore 'On Duty'. Thus, it is essential to check the exclusions for any given policy. The Services Insurance and Investment Advisory Panel (SIIAP) is a panel of regulated insurance and independent investment advisers. All member firms specialise in offering services to members of HM Forces and are regulated by the appropriate authority in the United Kingdom, therefore offering full compensation rights to clients whether serving overseas or in the UK. See www.siiap.org for more details.

9. **Personal Insurance Providers.** There are various insurance providers that will cover AWA Teams for third party and medical repatriation purposes. A list of suggested Insurance Companies can be found on the [AWA Website](#) and [ASCB Website](#).

10. **Reporting Loss of Equipment/Personal Items.** All Team Captains/Individuals are to report any losses to the Ex coordinator⁵² and unit CoC as soon as they occur. In addition they are to report the loss to the local police or their local firm base RMP unit as soon as practically possible, remaining mindful of their insurance policy provider's requirements.

⁵² This will help inform any trend which may be occurring.

WINTER SPORT/ACTIVITY COMPASSIONATE AND CASUALTY REPORTING PROCEDURES

REPORTING RESPONSIBILITIES

1. In the event that a participant, regardless of Service, when taking part in an officially sponsored AWA in North West Europe (NWE) sustains an injury that requires hospitalisation or professional medical treatment by a doctor, the following procedures are to be adhered to:
 - a. The Adjt or Duty Officer (out of hours) of the Parent Unit of the casualty (or sponsoring organisation) is to be informed immediately to ensure that casualty notification procedures are completed in accordance with [JSP 751](#) Vol 1⁵³. The critical aspect of reporting a casualty is accuracy and speed, whilst every effort is to be made to report the incident without delay. This will also ensure that the Emergency Contact (EC) and Next of Kin (NOK) are informed, if not already done so by the casualty.
 - b. The individual reporting a notifiable casualty⁵⁴ is to comply with [JSP 751](#) Vol 1 by notifying the Casualty and Compassionate Centre (JCCC), Imjin Barracks, Innsworth, direct on Mil 95471 7325 or civil direct dial (0044) (0)1452 519951 for advice and assistance.
 - c. G1 Comp or Staff Duty Officer (SDO) of HQ BF(G) (manned 24/7) should also be kept informed of incidents involving serious injury or death, Mobile 0049 (0)173 8873908 or landline Civ 0521 9254 2523 / Mil 94881 2523.
 - d. Hospital HOTLINE 08005889936 is the BF(G) Health Service Point of Contact (POC) to assist BF(G) personnel in hospitals, whilst taking part in Exercises in NW Europe. Visiting Tps may avail themselves of this service but are limited to reduced support, due to contractual restrictions. If input from BF(G) HS is part of the Medical Plan (MP) (approved by CMA) then the unit are to contact HQ BF(G) HS in advance with their MP and nominal roll. Standing Order⁵⁵ provides guidance for BFG support.

NOTICAS AND MEDICAL EVACUATION (MEDEVAC)

2. To assist in the accuracy of reporting, the following information is to be ascertained without delay to assist with not only the NOTICAS procedures, but also with any follow up:
 - a. **Who?** Number, Rank, Full Name and Unit (including location) of the casualty.
 - b. **What is the nature of injury?** Casualty category⁵⁶, this may be obtained from the medical authorities where the casualty is being treated, but it should be noted that civilian medical staffs may not use precisely the same definitions. Categories are defined as illness or injury:
 - (1) VSI – is of such severity that life is imminently endangered.
 - (2) SI – is of such severity that there is cause for immediate concern, but there is no imminent danger to life.
 - (3) III – requires hospitalisation, whose condition does not warrant classification as VSI or SI but cannot communicate with EC/NOK.

⁵³ [JSP 751 Vol 1 - Joint Service Casualty and Compassionate Policy and Procedures.](#)

⁵⁴ Listed as Very Seriously Ill (VSI), Seriously Ill (SI), Incapacitating Injury or Illness (III), Unlisted (UL) in non-designated German Hospital (not supported by BFG HS Hospital Liaison Officer) but requiring hospitalisation or medical treatment by a doctor away from their Duty Station.

⁵⁵ SIBF(G) 3222 - Casualty & Compassionate Procedures for BF(G) and NWE.

⁵⁶ Listed as Very Seriously Ill (VSI), Seriously Ill (SI), Incapacitating Injury or Illness (III), Unlisted (UL).

(4) UL (Unlisted) – unexpectedly admitted to hospital away from their duty base⁵⁷.

c. **Where and when?** Date, time and location of the incident.

d. **What happened?** Other information about the incident.

e. **Medical details – What and who?** Details of injuries, if known, and the current location of the casualty. Obtain the name and telephone number of the hospital, including the ward and preferably the name of the doctor.

f. **Do the family know?** Have the EC or NOK been informed? Casualty can notify direct, if able, otherwise they will be notified under direction of JCCC through relevant Notifying Authority (Div HQ).

g. **Who and where are you?** Contact details, full rank/name and contact telephone number (mobile?).

3. Should there be a need to Aero-medically Evacuate (AE) the casualty either back to the UK or to another hospital in BFG, this should be arranged by the casualty's unit. Details and contact numbers for AE arrangements should form part of the medical plan. In the unfortunate event of a death of a casualty you must immediately inform the following:

a. **Outside of Germany but within Europe.**

(1) 4 Coy, SIB Regt. Civ: +44 (0)7785 305752 or Fax +44 (0)1980 673605. Mil Fax: 94321 3605.

b. **Within Germany:**

(1) Scientific Support Unit (Germany)SSU(G) Civ: +49 (0)1722 184942 or Fax +49 (0) 521 2543311. Mil Fax: 94881 3311.

(2) G1 Comp/SDO HQ BF(G): Civ: +49 (0)521 9254 2523; Mil: 94881 2523.

4. In the event of death, the SIB will then arrange for the body to be released from the hospital and transferred to the British Forces Mortuary in Gutersloh for subsequent post mortem (if necessary) and repatriation to UK (if required). If body is not in a German hospital then SIB will negotiate through the relevant DA to take possession, otherwise JCCC will take over responsibility.

GENERAL

5. Units and personnel conducting AWA in NWE are to ensure that they have all emergency contact telephone numbers to hand, preferably pre-dialled in a duty mobile phone.

6. British Service personnel partaking in official AWA in NWE must be in possession of a valid passport (with appropriate visa if necessary), European Health Insurance Card ([EHIC](#)) and personal accident insurance.

WOUNDED, INJURED, SICK (WIS) MANAGEMENT

7. Parent units are to ensure that they comply fully with [AGAI Vol 3 Chap 99](#)⁵⁸ and [LFSO 3216](#)⁵⁹, regarding the management of WIS if the casualty is still in hospital when the AWA finishes. The

⁵⁷ See Chap 2, Sect 3 or JSP 751 for full details.

⁵⁸ [AGAI Vol 3 Chap 99 – Wounded, Injured, Sick Management](#)

⁵⁹ [LFSO 3216, Annex B – Accident & Incident Management](#)

parent unit is to ensure arrangements are made to provide support to the casualty until AE or discharge from hospital takes place. This may involve leaving a member of the team behind, in liaison with the DA at the relevant Embassy. If the casualty is from a unit based in BFG, the unit is responsible for nominating a unit representative to visit and provide welfare support. PRU(G) should be contacted for advice if necessary (Tel: +49 (0)5254 982 2526/Mil 948(79) 2526). This support is particularly important if Dangerously Ill Forwarding of Relatives (DILFOR) is authorised in accordance with [JSP 751](#) Vol 1, Ch 7, and visiting relatives come over to NWE.

CASUALTY ADMINISTRATION & COMPASSIONATE TRAVEL

8. The responsibility for Investigation, Verification and Authority of Compassionate Travel for Service Personnel rests with JCCC. Unit requests for authority for Compassionate Travel to UK are, in the first instance, to be directed to JCCC on Civ: +44 01452 519951 or Mil: 95471 7325 and this is the [link](#) to the JCCC intranet landing page that provides information as a focal point for casualty administration and notification

CASUALTY PLANNING

9. Units must ensure when planning AWA that Commanders/Team Leaders include in their instructions the actions required should one of their participants be involved in an incident requiring him or her to be listed as a 'Notifiable Casualty'. In particular, procedures are to be put in place to prohibit personnel making contact or being contacted by any means prior to the correct notification procedure being carried out – equivalent to Op MINIMISE used on operations.

ARMY INCIDENT NOTIFICATION CELL (AINC)

10. All injuries resulting from AWA are to be reported to the AINC IAW [LFSO 3207](#)⁶⁰. ***This Annex is to be held by all AWA organisers, and included in all AWA exercise instructions.***

11. If required, contact details for AINC are as follows:

- a. Telephone: 96770 3661 or (+44) 0306 7703661 (24 hours).
- b. Fax: 94393 6889 or (+44) 01264 886889.
- c. Email: ArmyLF-CESO-AINC-mailbox@mod.uk
- d. Intranet website: [AINC](#)

12. Units are to provide the following information:

- a. Notifier's details.
- b. Injured party's details.
- c. Incident details.
- d. Sport and Exercise Name.
- e. Country and Location.

13. In the unlikely event that AINC is unobtainable a telephone call to DSA DAIB on 03067986587 is to be made to report the injury.

LEARNING ACCOUNT (LA)

⁶⁰ [LFSO 3207 - Conduct of Service Inquiries into Deaths and Serious Injury.](#)

14. A Learning Account (LA) must be raised for all cases involving death or serious injury in accordance with the regulations contained within [LFSO 3216](#). Annex B provides the detail regarding a LA and Annex B, Appdx 1, contains the template for non-operational lessons. This includes a formal record of all recommendations and action taken to prevent an immediate recurrence of an incident; the LA is to be completed within 48 hours.

POST EXERCISE REPORT TEMPLATE

General Exercise Information

1. This is to include headings such as Exercise name, location, unit involved, numbers, dates etc.

Introduction

2. Within this section Exercise Leaders (EL) should provide an overview of the unit's seasonal activity.⁶¹ The units/personnel involved in the Exercise, the general area of Exercise, a brief overview of what the Exercise achieved as a scene setter and the Exercise leader's details including full name, unit address and telephone/fax number.

Visitors

3. Who visited the Exercise? How long was their stay? How were they funded? What did they do?

Exercise Members (Enter as an Annex to the PXR)

4. List all participating personnel/Units by number, rank and name, number of persons in each team and any other relevant information (ie Coaches/Instructors, photographer, diarist, medic, instructors, etc).

Aim

5. Aim of the Exercise(s)? Was it/were they achieved? If not, why not? In hindsight, would you amend the aim(s)? If so, how?

Preparatory Training

6. Give details of the preparatory training carried out. Was it enough?

Training/Competition Programme

7. Provide the training and race programmes as an Appendix.

Identification of Potential Talent

8. This section should include a list of those that have been identified by units as future stars and how those individuals will be managed/tracked.

Publicity

9. This section should indicate the level and type of publicity obtained by the Exercise.

Finance

10. All Exercise funding is to be clearly shown as income and expenditure, based upon the template at Annex I, [Appdx 1](#).

Insurance

11. This section is to be used to discuss any insurance issues that may have presented during the Exercise. What insurance was obtained from whom

⁶¹ Annexes are to be used as necessary.

Equipment

12. This section should be used to comment upon any item of equipment that has been issued from Service sources for the Exercise. Comments can be good as well as bad and deal with suitability to the task as well as quality of manufacture.

Vehicles

13. Performance of transport provision and booking. Suitability of vehicles to task. Provision of weapons and ammunition.

Lessons Learned

14. Details regarding any problems encountered should be entered within this section. Recommendations for improvement can also be made if action is possible within the Services.

- a. Access to and understanding policy documents and procedures.
- b. Support from, Army Training Branch (ATB) PD Strat Pol, ASCB and Formation G7 PD Branches.
- c. Accommodation, ski areas and local facilities.
- d. Obtaining security/travel clearance.
- e. Finances.
- f. Travel.
- g. Minor incidents, near misses or accidents.⁶²
- h. Hospital/Medical Services.

Information for Future Exercises

15. This section of the PXR is aimed at providing future Exercise leaders with a range of relevant details that would assist with their planning. Areas that should be considered are:

- a. Realistic planning timeframes.
- b. Administration details of the Exercise area; eg exchange rate, cost and availability of food, fuel, and accommodation.
- c. Average temperatures, conditions and weather for time of year.
- d. Relevant documentation (eg Visa and passport requirements).
- e. Medical information. European Health Insurance Card requirements.
- f. Insurance: Who from? How much? Service provided when purchase/if needed.

Summary

16. The provision of a PXR is an invaluable aspect of all Military trg by providing key elements of information to the CoC and your successors regarding improvements for future projects.

⁶²Major incidents / accidents will require full reports.

WINTER ACTIVITY COST CAPTURE⁶³

Cost to the Public Purse

Serial	Costs	Total Cost	Remarks
1.	Flights		
2.	MMA		
3.	Rail		
4.	White Fleet		
5.	Fuel		
6.	Tolls		
7.	Ferry		
8.	Tunnel		
9.	Accommodation		
10.	Piste/Track Hire		
11.	Other Facility Hire		
12.	Hire Guides/Inst		
13.	Race Fees		
14.	Equipment Hire		
15.	Equipment Purchase		
16.	Ski Passes		
17.	CILOR ⁶⁴		
18.	LOA		
19.	SLA		
20.	ECOPF		
21.	Other costs		
	Total cost		

Non Public Income

Serial	Non Public Income Source	Total Income	Remarks
1.	PRI		
2.	Army Sport Lottery		
3.	Reg/Corps Funds		
4.	Personal Contribution ⁶⁵		
5.	BIBMTF Grant		
6.	Nuffield Trust		
7.	Sponsorship		
8.	Fund Raising		
9.	Other Income		
	Total cost		

⁶³ Winter activity includes all exercises categorised as Individual Military Training and/or Sport.

⁶⁴ Only pounds sterling (£) should be stated in the PXR. If foreign currency is converted, the exchange rate should be stated.

⁶⁵ Personal contributions must be stated giving contributions per capita and overall total of personal contributions. If members were paying unequal amounts (eg junior members paying less than senior members) a breakdown of costs per rank/grouping is required with an explanation.