

Revised Jun 2021

# 10. BIDDING AND ALLOCATIONS GUIDE

## Scope

1. This Chapter sets out the policy, process and procedures for the submission of bids by units (to be known as the End User). Users should submit bids by:
  - a. Users with MODNet access are to use the on-line Bidding and Allocation Management System (BAMS). BAMS is only to be used for bidding OS&Trg facilities; it **cannot** be used to submit bids for facilities managed by other estate suppliers (Navy Comd, Land Comd, Air Comd, RFCA, DE&S/QinetiQ, and Dstl).
  - b. Users without MODNet access must use the off-line [BAMS 907 Form](#) which can be submitted by email to the local Allocations Office for the DTE facilities being booked.

## General Concept

2. BAMS is the on-line system that has been developed and implemented by DIO OS&Trg, supported by the Industry Partner (IP) under the terms of the National Training Estate Prime (NTEP) contract, **for DIO RD OS&Trg managed sites only.**
3. BAMS consists of three separate components:
  - a. **BAMS Online.** An online bidding system for authorised Defence Users with access via their BAMS user account on the Defence Intranet.
  - b. **BAMS Management.** An online management system for OS&Trg and NTEP IP staff who have responsibility for processing all bids.
  - c. **BAMS 907 Form (link above).** A system to enable End Users who do not have Defence Intranet access to be able to submit bids for use of the DTE. Users submit an Excel based form to the relevant DIO Regional Booking Cell. The Bookings Cell then uploads the bid to BAMS and notifies the user of progress.
4. Bidding for facilities owned by other sS (Navy Comd, Land Comd and Air Comd) or other DTE suppliers (RFCA, QinetiQ and Dstl) are **not** governed by BAMS and separate arrangements apply.

## BAMS benefits to End Users

5. BAMS has significant benefits to End Users compared to the previous booking system which are summarised below:
  - a. End Users have their own online BAMS User Account with the ability to save data relating to bookings to enable future use for subsequent bids.
  - b. The ability to track where your bids in the processing and allocation system.
  - c. The ability to be able to copy previous bids to assist in drafting new bids for similar or repeat training events.

- d. The ability to submit amendments to a bid or to cancel a bid online.
- e. The ability to be able to access an Availability Calendar in order to view current Allocations for a facility, thus providing better visibility and situational awareness. This facility will not be available when using the BAMS 907 form.
- f. The ability to access information about bookable training facilities, in addition to what is contained within the catalogue of JSP 907.
- g. To be able to access links to associated publications such as JSP 907, Standing Orders and Training Facility Information Briefs.
- h. Access to an Online BAMS User Guide.
- i. Access to a Bookings Help Desk by telephone during set working hours for advice and guidance.

### **Bidding Responsibilities of the End User**

- 6. The End User must fulfil the following key responsibilities relating to the submission of their bids when using BAMS:
  - a. Apply for a BAMS Online User account.
  - b. Conduct preliminary research and planning before drafting and submitting a bid.
  - c. Submitting a bid in accordance with the specific bidding stage timelines specified in JSP 907 Chapter 9 – Priority Allocation Table.
  - d. Updating a bid with the mandatory information that is required to enable that bid to be finally authorised.
  - e. Amending a bid in a timely manner should your requirements change.
  - f. Cancelling a bid in a prompt and timely manner should a change of circumstances dictate; this will enable DIO OS&Trg to allocate that facility to another end user.

### **BAMS Online End User Accounts**

- 7. The link to apply for a BAMS Online End User Account is at:

<http://bamsonline.landmarc.r.mil.uk>

### **BAMS User Guides**

- 8. BAMS Online User Guides are accessible once you have set up your BAMS User Account.
- 9. The process for booking training on UK DTE using BAMS is outlined below:
  - a. **Create a user account or log in.** Log in to BAMS. If you do not have an account, one can be created using an intuitive process. Account details may be job specific.
  - b. **Create an event:**

(1) Navigate to 'Create Bid', input the training location and dates and create a draft version of the bid. More detail may be required (shown by a coloured ball of either green or red). Red indicates which areas of the booking still require information.

(2) The Churchill number can now be added. This allows the Defence Infrastructure Organisation to look at more detail if required.

(3) The priority of the bid can now be added. Use the Joint Services Publication 907 Bid Priority Table (Annex A to Chapter 3 in JSP 907 Part 2)<sup>1</sup> to determine what the priority is.

c. **Add the detail.** Once the initial bid has been created, additional detail is added to turn the red balls to green. Sub-headings which will be less common for simple bookings are: airspace, accommodation, catering, waste disposal, and weapon storage; all of which will require more detail if appropriate. The three most common sub-headings are:

(1) **Add establishment.** Before the request can be submitted, it is necessary to select which establishment the bookings will fall under. This is selected from the dropdown menu. A similar menu is available for accessing the contact numbers of individuals from that establishment, and for the availability of the establishment. These are linked at the bottom of the page and next to 'Create Bid'. The Defence Infrastructure Organisation SharePoint site provides further detail.

(2) **Add training facilities.** Now add the facilities that are required (for example live firing range or field training area) and continue to follow the directions provided. Ensure that 'Save and Continue' is clicked in between each entry. Once the facilities have been added, usages must be specified. This is the point where it is possible to add 'night firing', 'single use' and 'multiday continuous use' detail. Add activities and weapons when prompted.

(3) **Add vehicle platforms and transport vehicles.** Against both headings there will be, at this point, a red spot. Click on each heading and follow the instructions. Both are very simple and intuitive

d. **Submit the bid.** When you have turned all red spots to green and are content that the bid contains as much detail as necessary, submit the bid. You will get an immediate email confirming your submission. It is important to continue to check for emails as the Defence Infrastructure Organisation will often have questions about the bid, which will be necessary to answer to have the bid accepted.

e. **Upload documentation.** Once your bid has been accepted, you must add your electronic Range Activity Safety Plan (eRASP) / electronic Exercise Activity Safety Plan (eEASP) along with any other supporting documentation. This is not limited to an administration instruction, safety brief and sketch map. Adding documentation is simple and is accessed on the left-hand menu under 'Documents'.

f. **Pending approval.** Initial review status is almost immediate. The bid will be sent for review by whichever chain of command the area falls under. To help with first-time success check the availability calendar and regularly check for messages.

<sup>1</sup> JSP 907, Use of Defence Training and Evaluation Estate. Part 2: Guidance.

g. **Wider access.** It may be necessary to add others to the viewing and editing rights of the bid (for example training officers or company 2ICs). To add others as either 'bid leads' or 'alternative editors', navigate to the 'contacts' subheading and search for the individual to be added and select the relevant editing rights. They will receive a confirmation email alerting them to their new permission.

h. **Summary.** BAMS is simple to use, and the availability calendar should alleviate wasted bids. It is important to check BAMS messages, as these are not linked to an email address, and important to continue to be aware of dates for the monthly range planning conference each booking establishment will host.

## BAMS Help Desk

10. The BAMS Help Desk acts as a central point for assistance for End Users in the operation and use of BAMS. The Help Desk is established to provide advice and guidance on:
  - a. The use of BAMS and submission of bids.
  - b. Updates on the progress of a particular bid.
  - c. The availability of training facilities.
  - d. The capability of any training facility to support a particular training type.
  - e. Access to Standing Orders for a nominated facility.
  - f. Recording and processing of complaints relating to BAMS including associated IT technical issues. It should be noted that the IP are not responsible for resolving Defence Intranet technical issues – users must refer such matters to the SPOC.
11. The BAMS Help Desk is not authorised to accept any Booking or request for amendment by telephone or e-mail.
12. The BAMS Help Desk is staffed Mon–Fri: 0830–1630hrs (with exception of Bank Holidays).
13. The BAMS Help Desk may be contacted by phone on:

**Military Tel:** [REDACTED]

**Civilian Tel:** [REDACTED]

## Bidding Stages

14. OS&Trg is responsible for ensuring the most efficient allocation and use of its training estate for the benefit of all authorised users.
15. OS&Trg operates a Staged Bidding process for applications to use the training estate. This ensures that those Formations and Units with the highest training priority are granted the early opportunity to submit their bids to meet their training requirements. The Bid Stages are determined by the Training Priority of the End User). The Bidding Stages are set out below:

- a. **STAGE ONE BIDS.** The intent of Stage One Bids is for major forecasted activity to be programmed into the DTE well in advance to shape availability of training estate. This normally covers Priorities 1-10, however bids supporting training for Operations may have to be bid for at shorter notice. The guiding principal is that Priority 1-10 bids should be submitted as early as possible. Stage One Bids are to be **submitted D-24 months to D-15 months.**
- b. **STAGE TWO BIDS.** The intent of Stage Two Bids is to add Routine Business bids to the usage plot for the DTE. This is for Priorities 11-13 which is normal military training for units not committed to operations and should only be bid for within the Stage Two timeline, thereafter it will be a Late Bid. Stage 2 Bids are to be **submitted D-14 to D-9 months.**
- c. **STAGE THREE BIDS.** The intent of Stage Three Bids is to permit Sporting, Adventurous Training, and other users to utilize the DTE once all essential training in support of a direct Defence Output has been programme on to the DTE. To be **submitted D-8 months to D-3 Months.**
- d. **LATE BIDS.** A Late Bid is any bid that is made after it's allocated time window. Except for Pri 1-3 activity in support of Operational Output, Late Bids will only be allocated once all other bids have been programmed in. In all cases, including changing bookings due to cancellations, and taking advantage of short notice training opportunities users should in the first instance seek advice from the DIO Regional Allocations Officer on the viability of their booking before placing a BAMS Bid.
- e. **EARLY BIDS.** Bids should normally be made within the allocated stage. However some bids for activities, such as booking a series of connected minor events over a training year may benefit from being included in one bid which may result in some activities being 'early'. Early bids may be accepted at the discretion of the Allocations Officer concerned and either allocated early or be held until their due date.

## Submission of Bids by End Users

16. **OS&Trg Sites.** Bids for the use of the training estate are made using BAMS using their BAMS on-line account via the Defence Intranet. Users with no access to Defence Intranet will utilise the BAMS 907 system.

17. **Other TLB/Organisation Sites.** Bids for use of Training Sites operated by the single Services and other organization should bid direct to site as detailed in the site entry in Chapt 11 of this JSP. BAMS is **not** to be used and the appropriate bidding proformas should be obtained from the relevant Ss or organisation. This includes sites operated by; Navy Command, Land Command, Air Command, RFCA, QinetiQ and Dstl.

## Early Bids

18. Bids received before the commencement of the relevant Bidding Window will be rejected by the Allocation Officer and the unit will need to re-submit their bid, in accordance with the correct Bidding submission time frames stated within the Priority Table.

## Late Bids

19. Bids and amendments to Bids made after the closure of the established Bidding Window will forfeit the normal Training Priority and will be downgraded to the lowest priority level within the Priority Table. An exception might be made for late bids in support of urgent and high priority MOD operational or contingency plans, the Priority Table has been amended to reflect bids at Stage1-3 for such bids, but users should still bid as early as possible.

20. No Late Bids will be accepted fewer than **15 working days** prior to the first date of training, except in the case of an urgent requirement. This is not applicable to commercial, Third Party Income Generation or TOPL late bids where a minimum 6-week ruling is applied.

21. When short notice bids under the BAMS 15 day cut off are needed, either to resolve a cancellation elsewhere to enable planned training, or to take advantage of a short notice opportunity, it may be possible to still book areas for training. In these cases units should first speak to the Allocations Officer in the DTE Region in which they wish to train, they will then be advised whether it is viable to plan and conduct that training, they still need to submit a BAMS bid and all supporting documentation.

## Bids Submitted with Incorrect Priorities

22. Bids received citing an incorrect Training Priority will be returned to the End User for correction and re-submission. If in doubt, End Users should seek advice before submitting their bid. Priorities are stated in JSP 907 Chapter 9.

## Stage One Bids

23. Stage One Bids may be coordinated by a sponsoring Formation /Bde/ Training Establishment and submitted en-bloc as a preliminary bid. The purpose of these bids is to secure a location at which an activity will be carried out, before the full details of that activity are known.

## Pre-Bid Enquiries

24. **Information Sources.** Users should consult the following information sources to determine which facilities both meet their training needs and are available at the required times before making a BAMS Bid.

a. **JSP 907 Chapter 11.** Summary information on DTE facilities is given within the Catalogue at *Annex B to Chapter 11*. This should be the first point of reference for the End User when considering which training estate locations and facilities to bid for. The Catalogue now includes links to Training Area Maps, site location on GeoViewer, Standing Orders, and site POCs.

b. **BAMS Online.** Information on the availability and capability of training facilities at any OS&Trg site is also available via BAMS on-line. This includes an Availability calendar, showing the availability of any one training facility up to eighteen months in advance. BAMS also provides a synopsis of the capability of any one site to enable specific types of training. DIO operates a BAMS Help Desk to assist in providing information on the availability of training facilities and the Bookings process.

25. For training packages with duration of five days or longer or requiring the use of more than five training facilities simultaneously, OS&Trg operates a Pre-Bid enquiry process. The



purpose of this process is to ensure that bids for training packages of any duration stand the greatest chance of securing the training facilities required, on first application. In these circumstances, End Users are to make contact with the appropriate OS&Trg Allocations Officer to make a formal Pre-Bid enquiry. Refer to the catalogue at *Annex B to Chapter 11* for Site points of IP Staff at the BAMS Help Desk may be able to provide some limited assistance with enquiries of this nature.

### **Initial Bid Submission**

26. Once suitable facilities have been identified, the End User is to submit their Initial Bid using BAMS. (BAMS 907 for Non MODNet Users).

27. For the purposes of Initial Bid Submission, it is accepted that precise details on numbers of exercise participants, catering requirements, OME storage requirements and similar may not be known early in the planning stages. End Users are therefore to submit Initial Bids on the basis of 'not to exceed' numbers and quantities of each. Confirmed estimates of these will be sought at the Confirmatory Bid stage of booking.

### **Reconnaissance Visits**

28. Reconnaissance visits to Training Facilities must be booked in advance directly through the appropriate Site TSO. This is to ensure that OS&Trg and IP staff are available to receive and brief unit recce parties and discuss their needs.

### **Bid Review and Provisional Allocation**

29. The purpose of the initial Bid submission is to enable the End User to request training facilities on the dates of their choice. Provided the facilities are available, OS&Trg will endeavour to confirm the allocation of the selected facilities to the End User following receipt of the Bid. All such allocations are initially made on a Provisional basis (Provisional Allocation), pending confirmation of further details from the End User.

30. Provisional Allocation means that the facilities have been allotted to the End User for their use, and that the End User can commence their exercise planning in the expectation that the respective facilities will be made available to them. Once Provisional Allocations have been made, these will not be changed unless for urgent operational reasons.

31. End Users will receive notification on BAMS of the facilities Provisionally Allocated for their use. Where individual facilities cannot be provided, this will be advised at the time the Bid Allocation is confirmed.

### **Submission of Confirmatory Details and Authorisation**

32. The notification of Provisional Allocation of facilities serves as the trigger point for End Users to conduct their exercise planning and confirm their Bid submission. The information to be provided / confirmed by the End User will include the following:

- a. Range Action Safety Plan (RASP) / Exercise Action Safety Plan (EASP), as appropriate.
- b. Range Safety Trace (for Live Firing Tactical Training (LFTT) exercises only).

- c. Natures and quantities of OME requiring storage including Proof of Course Qualification of the nominated Unit Arms Store man who will be managing unit ammunition on site.
- d. Confirmed numbers of exercise participants requiring accommodation.
- e. Confirmed Daily feeding requirements for exercise participants.
- f. Pre-positioned Portable Sanitation requirements.

33. The confirmatory Bid submission enables OS&Trg to ensure suitable de-confliction between End Users making use of adjacent training facilities. The responsibility for preparation and checking of the RASP / EASP and Range Safety Trace remains an End User responsibility.

34. All confirmatory Bid Submissions are to be made within **15 working days** of the commencement of the training activity. BAMS will automatically generate reminders to end users of any missing information prior to the start date of the training activity. OS&Trg reserves the right to cancel any training activity where this information has not been provided in a timely manner.

35. On receipt of a confirmatory Bid Submission, DIO staff will review the submitted safety documentation to ensure these are compatible both with the constraints of the training facility and intended use by other End Users in the same vicinity. Provided these conditions are met, the Bid will be authorised. In the event that any of the training safety documents fail to meet the required standard they will be rejected, and the End User advised of the need to amend these and re-submit for further review.

## Range Conferences

36. The purpose of the Range Conference is to disseminate essential information with regards to safety, local issues, restrictions or changes to the forecast of activities. It also serves as the moment when the users identify who they may be sharing the estate with and can de-conflict where appropriate.

37. Range Conferences are generally held between the submission of an Initial Bid and the Confirmatory Bid process. Convening Instructions for Allocations Conferences are issued by the appropriate Training Area Headquarters.

38. The following policy applies to user attendance at Range Conferences:

a. The range conference is seen as a crucial event and failing to attend could jeopardise the safety of troops training on any applicable date. **Where Range Conferences are held attendance is mandatory.** In line with this policy, those attending the Range Conference must play a significant role in the event that is planned to take place. It is not acceptable to send someone just to take notes, experience shows that this method fails regularly and the important issues are not relayed to those who need the information most.

b. Unless non-attendance has been agreed in advance with the Range Administering Unit (RAU), a unit that fails to send a suitable representative to the Range Conference has a high risk of its bids being cancelled by the Allocation Officer.



c. Occasionally, there are individuals who use the same parts of the training area regularly e.g. training establishments, therefore a recce of the familiar parts of the training area may not be necessary. (Mandatory on LFTT) However, it is still mandatory for them to attend the Range Conference when appropriate.

## **Bid Amendments and Cancellations**

39. Amendments and Cancellations to Bids by End Users may be made after the Initial Bid has been submitted. All such requests for changes must be made through BAMS and will be managed in accordance with the process steps set out above. No amendments can be made by telephone or e-mail.

40. End Users may only make Amendments and Cancellations to Bids after the Initial Bid has been submitted.

41. Requests for amendments will be accorded the same Allocation Priority as the original bid. However, any out-of-stage amendment request, and any amendment requests made within 3 months of the training activity will be treated as Training Priority 17, pending a decision by the OS&Trg Allocations Officer.

42. Any amendment requests for changes to live firing made after the date of publication of local statutory Firing Notices may be rejected. Any amendment requests or late bids made within two working days of commencement of the training event may equally be rejected.

## **Post Exercise Actual Usage Reports**

43. OS&Trg is required to capture actual usage statistics governing use of the training estate. Post-Exercise returns will be automatically generated to units on BAMS after the last date of the allocated exercise period. These should be completed by the appropriate Range Conducting Officer/Senior Planning Officer of the training event.

## **Bids for Commercial and Income Generation Use**

44. MOD and DIO Policy is that irreducible spare capacity of the DTE should be exploited for Commercial and Income Generation use. Refer to Chapter 6 for further details.

45. Upon receipt of any request for Third Party Use, the Industry Partner (IP) consults with the relevant DIO OS&Trg Regional Commander, to determine whether the proposed event is acceptable in principle. If outline approval is given (for some events the Regional Commander may need to seek authority from HQ OS&Trg), the IP will liaise with the Third Party to develop the proposal to a standard capable of being granted a licence.

46. Once the proposal is sufficiently mature to allow a licence to be issued, a formal Bid for the facilities is entered into BAMS, to allow the relevant facilities to be Allocated and Authorised, in the same manner as any other bid.

## **Foreign Forces Bids**

47. NATO and other Foreign Forces are authorised to utilise the MOD trg estate as permitted under the policy set out in *JSP 510 - International Defence Training*. The process for Foreign Forces bids is explained within Annex C.

## **Training over Private Land (TOPL) Bids**

48. The process for TOPL bids is contained in Chapter 5. The current system is under review, there is currently a different process for England from that used in Scotland and Wales'

## **Complaints concerning BAMS**

49. Any complaint or technical issue relating to BAMS should be referred in the first instance to the BAMS Help Desk where it will be logged and referred to the relevant subject matter expert to deal with and resolve, either within OS&Trg or within the IP. Technical issues with the Defence Intranet should be referred to the SPOC.

## **Use of Helicopter Landing Sites**

50. Use of Helicopter Landing Sites (HLS) across the training estate is encouraged when compatible with other activities. All MOD HLS are designated Prior Permission Required (PPR) and therefore are only to be used with formal approval from the appropriate site operating authority. Full details of each site are available in the Mil FLIP HLS Directory however, crews should also refer to the Range Standing Orders for additional guidance as special instructions may apply to the larger training areas, particularly SPTA. HLS use is not required to follow the bidding process described in this chapter, but does require a minimum of 24 hrs notice, unless stated otherwise.

## **OS&Trg Points of Contact**

51. HQ OS&Trg and Regional HQs points of contacts are listed at Annex C.

### **Annexes:**

- A. DIO OS&Trg Regional Booking Cells.
- B. DIO OS&Trg Regional Range Allocation Conferences.
- C. HQ DIO OS&Trg and Regional HQs Points of Contact.

**DIO OS&TRG REGIONAL BAMS SUPPORT STAFF**

Any booking enquiries should be made to the relevant regional TSO; all bids are to be processed using BAMS

REGION	POINT OF CONTACT	E-MAIL	MIL TEL	CIV TEL	MIL FAX	CIV FAX
<b>DIO OS&amp;TRG SCOTLAND &amp; NORTHERN IRELAND</b>	Scotland BAMS Support Staff	[REDACTED]	[REDACTED]	[REDACTED]		
	Northern Ireland BAMS Support Staff	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<b>DIO OS&amp;TRG NORTH</b>	North BAMS Support Staff	[REDACTED]	[REDACTED] (for North East facilities)	[REDACTED] (for North East facilities)	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED] (for North West & Otterburn facilities)	[REDACTED] (for North West & Otterburn facilities)	[REDACTED]	[REDACTED]
<b>DIO OS&amp;TRG EAST</b>		[REDACTED]	9 [REDACTED]	[REDACTED]		
	Ops WO		[REDACTED]	[REDACTED]		
	East Ops Room	[REDACTED]	[REDACTED]	[REDACTED]		
	East Exercise WO (Allocations/Plans)	DIO RD OSTrg-E HQ Ops WO	[REDACTED]	[REDACTED]		
	East BAMS Support Administrator	[REDACTED]	[REDACTED]	[REDACTED]		

OFFICIAL

REGION	POINT OF CONTACT	E-MAIL	MIL TEL	CIV TEL	MIL FAX	CIV FAX
DIO OS&TRG WALES & WEST	BAMS Support Staff	[REDACTED]	[REDACTED] (for SENTA & Caerwent)	[REDACTED]	[REDACTED]	[REDACTED]
			[REDACTED] (for Pembrokeshire)	[REDACTED]	[REDACTED]	[REDACTED]
			[REDACTED] (for West Midlands)	[REDACTED]	[REDACTED]	[REDACTED]
DIO OS&TRG SOUTH WEST	BAMS Support Staff	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
DIO OS&TRG SOUTH EAST		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
DIO OS&TRG TRAINING GERMANY	Booking Cell Manager		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	Booking Clerk		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Notes:

1. The Industry Partner (IP) operates all the DIO OS&Trg Regional BAMS Support Staff with the exception of Germany where it is operated by DIO OS&Trg Germany staff.
2. The final authority for the allocation of bids sit with the appointed DIO OS&Trg Allocations Officers in regions.
3. Any issues pertaining to support from BAMS Support staff or Helpdesk should be referred, in the first instance, to the appropriate DIO OS&Trg Regional HQ (Refer to contacts list at Annex C). If an issue cannot be resolved at local or regional level, it will be referred to HQ DIO OS&Trg for higher level resolution.


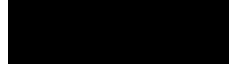
## DIO OS&TRG REGIONAL RANGE ALLOCATION CONFERENCES

DIO OS&TRG REGION	CONFERENCE TITLE	LOCATION	FREQUENCY	PURPOSE	POINT OF CONTACT FOR FURTHER INFORMATION
<b>SCOTLAND &amp; NI</b>	<b>Northern Ireland Range Booking Conference</b> (held at Ballykinler Training Centre for both Ballykinler and Magilligan Training Centres allocations.	Ballykinler Training Centre BFPO 805	Range conference is held quarterly	To confirm Ranges and Trg Areas allocations, deconfliction and safety points for 3 months after the conference (i.e. Jan conference is for Apr/May/Jun allocations).	TSO BTC [REDACTED] [REDACTED] [REDACTED]  TSO MTC [REDACTED]  NI Allocations Officer and Booking Cell [REDACTED] [REDACTED] [REDACTED] Or [REDACTED] [REDACTED]
<b>NORTH</b>	<b>Warcop Training Area Training Facilities Liaison Conference</b>	HQ Warcop Training Area Warcop Training Camp Appleby – in – Westmorland Cumbria CA126 6PA	<b>First Tuesday of each month.</b>	To confirm Ranges and Trg Areas allocations, deconfliction and safety points <b>for 2 months after the conference (i.e. Jan conference is for Mar allocations).</b>	TSO WTA: [REDACTED] [REDACTED]  Email: [REDACTED] Warcop Mailbox [REDACTED]

DIO OS&TRG REGION	CONFERENCE TITLE	LOCATION	FREQUENCY	PURPOSE	POINT OF CONTACT FOR FURTHER INFORMATION
	<b>Catterick Training Area (CTA) Training Conference</b>	HQ Catterick Training Area Wathgill Training Camp Downholme Richmond North Yorkshire DL11 6AH	<b>First Tue of every month</b> (less variations for Public Holidays). Programme from North Bookings and notified on BAMS and DEFNETCatterick page Stop Press. Starts at 1400 hrs and ends by1600 hrs.	To confirm Ranges and Trg Areas allocations, deconfliction, unit liaison and safety points for the <b>2 months after the conference (i.e. Jan conference is for Mar allocations).</b>	North Bookings: [REDACTED] [REDACTED] [REDACTED] [REDACTED]
	<b>Otterburn Training Area (OTA)Range Booking Conference</b>	HQ Otterburn Training Area Otterburn Training Camp Otterburn Newcastle – upon – Tyne Northumberland NE19 1 NX	<b>2nd Wednesday of every month.</b>	To confirm Ranges and Trg Areas allocations, deconfliction and safety points for the following 2 months after the conference (i.e. Jan conference is for Mar allocations).	Trg Safety Officer (TSO) OTA: [REDACTED]  Email: [REDACTED] [REDACTED] [REDACTED]
<b>WALES &amp; WEST</b>	<b>Sennybridge (SENTA) Range Conference</b>	HQ Sennybridge Training Area Sennybridge Training Camp Sennybridge Brecon Powys LD3 8PS	<b>The first Thursday of each month, apart from Aug when it is on the last Thurs in July covering Aug and Sep allocations.</b>  Range Conference duration is approx 95 mins.	To confirm Ranges and Trg Areas allocations, deconfliction and safety points for the <b>following month's allocations after the conference (i.e. Jan conference is for Feb allocations).</b>  The RC is broken into 3 parts. <b>Part 1 Range</b> Training area safety brief and SENTA policies. <b>Part 2:</b> Liaison with other user units.  <b>Part 3:</b> Confirm allocation.	Ops WO: [REDACTED] [REDACTED]  Ops Room: [REDACTED] [REDACTED]  STSO SENTA: [REDACTED]



DIO OS&TRG REGION	CONFERENCE TITLE	LOCATION	FREQUENCY	PURPOSE	POINT OF CONTACT FOR FURTHER INFORMATION
				<p>Unit Reps leave the conference with contact details of all unit users for that month. It then gives them the opportunity to liaise further if need be.</p>	
				<p>Contact details are in the bookings packs which they receive on arrival.</p> <p>All units must sign in on arrival confirming their attendance.</p> <p>RCO safety briefs are booked in with Ops room staff and they are held on arrangement with staff.</p> <p>Units that fail to attend the RC will be invited to call the STSO and explain.</p>	

DIO OS&TRG REGION	CONFERENCE TITLE	LOCATION	FREQUENCY	PURPOSE	POINT OF CONTACT FOR FURTHER INFORMATION
	<b>Castlemartin Ranges (CMR) Recce/Briefing System</b>	Merrion Camp HQ Castlemartin Ranges Merrion Camp Merrion Pembroke Pembrokeshire SA71 5EB	<p>We don't hold a central monthly range conference because we are able to deconflict the ranges a lot easier than other range complexes due to the type of range Castlemartin is (a landbased range firing out to sea).</p> <p>Instead, a system of Unit Recces/Briefings are held <b>every week on a Tuesday and Thursday</b>. This allows for travelling time and distance with most units arriving the night before and departing on the evening of the briefing having been on the ranges after the days firing.</p> <p>We give each unit a time slot and that way we are able to better manage their expectations. We have a maximum of four recces on each day but due to the frequency in which we can give them it's usually no more than two.</p>	<p>Each unit is given the full Range Management Safety System brief, the admin brief for both camp and ranges and they are given an OME brief all of which is done via PowerPoint (this allows any member of my staff to give the brief).</p> <p>The unit is then given the opportunity to visit the booking clerk (to confirm accommodation, numbers, dates and timings), Range Manager (target and range setup), Cookhouse (confirming numbers and feeding plan), Stores (confirmation of the requirement). They then return to us to confirm, we write up the recce notes and authorise and allocate Ranges, the 907 is then sent to the unit confirming their allocation.</p> <p>The units book their time slot and date via the 907 system and their bids not authorised and confirmed until they have attended. This is normally done around the 3 month point prior to their firing period but we will on exception move it left or right if possible.</p>	TSO:   DTSO: 

DIO OS&TRG REGION	CONFERENCE TITLE	LOCATION	FREQUENCY	PURPOSE	POINT OF CONTACT FOR FURTHER INFORMATION
				<p>The units leave Castlemartin knowing exactly what it is they can do, the ranges they have been allocated, the personalities they will be dealing with and any additional tasks they might have to do in order to satisfy the bid.</p> <p><b>No Recce = No Authorisation of JSP 907 bids.</b></p> <p>In addition to the above, the RCOs all receive the Range Safety Brief prior to their unit firing and their details are checked as per the Daily Range Summary before they are allowed to fire.</p>	
			<p><b>First Tuesday of each month.</b></p> <p>Commences 1030 hrs.</p> <p>Duration is approximately 90 minutes.</p>	<p>To confirm all bids, allocations, advise on Range and Trg Area safety, ensure deconfliction between all users and coordinate administrative arrangements for the <b>following month's allocations after the conference (i.e. Jan conference is for Feb allocations).</b></p>	

<b>EAST</b>	<b>Stanford Training Area (STANTA), Barnham Training Area and Thetford Ranges Bookings and Allocation Conference</b>	HQ Stanford Training Area  West Tofts Camp Thetford Norfolk IP26 5EP	1 <sup>st</sup> Tuesday of each month at 1000 hrs to Second Tuesday of each month at 1030 hrs.	To confirm all bidallocations, advise on Range and Trg Area safety, ensure deconfliction between all users and coordinate administrative arrangements for the <b>following month's allocations after the conference (i.e. Jan conference is for Feb allocations).</b>	Contact East Region Ops Room on [REDACTED] Ops WO: [REDACTED] [REDACTED]  TSO: 5236 TSMs: 5235 Ops Rm: 5367
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DIO OS&TRG REGION	CONFERENCE TITLE	LOCATION	FREQUENCY	PURPOSE	POINT OF CONTACT FOR FURTHER INFORMATION
					Ops WO: [REDACTED] WO: 5389
	<b>East Anglia Training Area (EATA) Bookings and Allocation Conference</b>	HQ East Anglia Training Area Fingeringhoe Ranges Colchester Essex CO5 7LX	<b>First Wednesday of alternative month</b>  Commences 1000 hrs.	To confirm all bidallocations, advise on Range and Trg Area safety, ensure deconfliction between all users and coordinate administrative arrangements for <b>the following 2 months allocations.</b>	Contact East Region Ops Room on [REDACTED]  or  TSO EATA: Mil: n/a [REDACTED]
	<b>East Midlands Training Area (EMTA) Bookings and Allocation Conference</b>	HQ East Midlands Training Area Beckingham Training Camp Beckingham Lincoln Lincolnshire LN11 7PB	<b>First Wednesday of every month, except August</b>	Dry Trg Areas and Camp allocations, conduct deconfliction and liaison, and safety points for the month following the conference ( i.e. Jan conf is for Feb allocations:	Contact East Region Ops Room [REDACTED]  or  TSO EMTA: [REDACTED] [REDACTED]
<b>SOUTH WEST</b>	<b>Salisbury Plain (SP) Allocation Conference</b>	HQ Salisbury Plain Training Area Westdown Camp Tilshead Salisbury Wiltshire SP3 4RS		for following sites: <ul style="list-style-type: none"> <li>• SPTA West</li> <li>• SPTA Centre</li> <li>• SPTA East</li> </ul> SPTA Trg Camps (Westdown, Knook and Rollestone)	For enquiries about the conference contact:  SW Region Bookings Cell [REDACTED]
				.	Email: [REDACTED]
<b>SOUTH EAST</b>	Nil				

**HQ DIO OS&TRG AND UK REGIONAL HQs POINTS OF CONTACT**

**HQ DIO OS&Trg**

Address	Useful Contacts	Tel	Email
<b>HQ DIO OS&amp;Trg,</b> Bldg 99, Waterloo Lines, Imber Road, Warminster, Wiltshire, BA12 0DJ	SO1 Plans	[REDACTED]	[REDACTED]
	C1 Efficiencies, Disposals and Income Generation (EDIG)	[REDACTED]	[REDACTED]
	SO2 Plans 1	[REDACTED]	[REDACTED]
	SO2 Foreign Forces (FF)	[REDACTED]	[REDACTED]
	SO1 Trg Safety	[REDACTED]	[REDACTED]
	SO2 Trg Safety (Air)	[REDACTED]	[REDACTED]
	SO2 Trg Safety (OME)	[REDACTED]	[REDACTED]
	SO2 Targetry	[REDACTED]	[REDACTED]
	C2 Sy & Public Access	[REDACTED]	[REDACTED]



## DIO OS&Trg UK Regional Headquarters Locations

(For Bookings and Allocation enquiries please refer to the Bookings Cells points of contact at Annex A and **not** the contacts below).

Regional HQ Address	Comd	DComd
<b>DIO UK Trg Scotland &amp; NI</b> Forthview House, 30 Hilton Road Rosyth Fife KY11 2BL	Mil: [REDACTED] Civ: [REDACTED] [REDACTED]	Mil: [REDACTED] Civ: [REDACTED] [REDACTED]
<b>DIO UK Trg North,</b> Wathgill Camp, Downholme, Richmond, North Yorkshire, DL116AH	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
<b>DIO UK Trg East &amp; Germany,</b> West Tofts Camp, Stanford Training Area, Thetford, Norfolk, IP26 5EB	[REDACTED] Email: [REDACTED]	[REDACTED] Email: [REDACTED]
<b>DIO UK Trg Wales &amp; West,</b> Sennybridge Camp, Sennybridge, Brecon, Powys, LD3 8PN	[REDACTED] Email: [REDACTED]	[REDACTED] Email: [REDACTED]
<b>DIO UK Trg South West,</b> Westdown Camp, Tilshead, Salisbury Wiltshire, SP3 4RS	[REDACTED] [REDACTED] Email: [REDACTED]	[REDACTED] [REDACTED] Email: [REDACTED]
<b>DIO UK Trg SE,</b> Longmoor Camp, Longmoor, Liss, Hampshire, GU33 6EL	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]