

## **LEVEL 2 SUMMER ADVENTUROUS TRAINING AIDE MEMOIRE**

1. Early planning is the key to a successful Level 2 training. It allows time for research and where necessary obtaining guidance from HQ ATG (G).
2. Research has been made much easier now that the ATG(A) web site contains all the publications and forms that are required to plan and execute Level 2 training.

### **PLANNING**

3. Decide what you would like to do and confirm availability of qualified personnel. (see JSP 419 for the qualifications and ratios, remembering that if a qualification is over 5 years old the individual's log book will be required to assess whether the qualification is still current).
4. Determine where you would like to undertake the activity, HQ ATG (G) provide Multi Activity Lodges (MALs) in the Harz Mountains and in Bavaria at no cost. Although if you wish you can source your own accommodation, remembering that no funding is available from this HQ.

### **MAL BOOKING**

#### **Provisional Booking.**

5. Check the MAL availability with the Level 2 clerk 79 2920. A provisional booking can then be made by submitting a written request on unit headed paper signed by the sub unit OC or unit RATO. This should contain the following:

Exercise Name (The Exercise name must include for 1 UK Armd Div Units the suffix or prefix DIAMOND and for HQ UKSC (G) units BACKSTOP)  
Dates requested.  
Preferred MAL.  
Numbers to be accommodated.  
Contact details of exercise leader

6. It is ATG (G) policy for the MALs that a maximum booking of 21 pax will be allowed, based on an instructor to student ratio of 1:6. This can be increased at the discretion of this HQ. If this is required a supporting letter from the unit HQ must accompany the booking request.

#### **Confirmed Booking.**

7. On receipt of a provisional booking letter confirmed bookings are then obtained by submitting a Joint Services Adventurous Training Form Alpha (JSATFA) at least 8 weeks prior to the start of the exercise. The JSATFA must be submitted electronically using the version obtained from the web site no other version will do. We also require a signed and stamped hard copy. This HQ will then issue confirmation of the booking together with an information pack containing the lodge rules.

## **EQUIPMENT**

8. Sufficient equipment is held by each MAL to cater for the normal activities undertaken. It is however essential that the exercise leader confirms his requirements with the Lodge Chief Instructor at least 6 weeks in advance of the exercise to allow bids to be placed by your unit on DSDA Dulmen for any shortfalls.

## **MESSING**

9. All messing is funded by the allocation of CILOR. In Bavaria meals are provided by the MALs and it is a cashless transaction. In the Harz however units are required to provide their own chefs and rations in both cases. A CILOR request form is to be submitted to the address given below at least 6 weeks prior to the exercise.

Log Sp Food SVCS  
HQ UKSC (G)  
BFPO 140

Tel: 722259

## **TRANSPORT.**

10. 9-Seater minibuses with a load space are available for Level 2 exercises. Requests for them are to be made on the JSATFA. The quantity provided will depend on the number of pax. The minibuses will be delivered to unit lines by the hire company. Units' are to provide their own fuel cards and works tickets. NB no Green Fleet vehicles are permitted in the Harz mountains.

## **COURSE TRAINING PLANS (CTPs)**

11. It is HQ ATG (G) policy that all units undertaking Level 2 training must carry out Distributed Training (DT) following a CTP. CTPs and a DT number will be issued by this HQ once copies of instructors' certificates have been provided. NB where a qualification is over 5 yrs old log book experience must also be provided.

## **NOMINAL ROLL**

12. A nominal roll of those taking part should be submitted at least 7 days prior to the start of the exercise.

## **POST EXERCISE REPORTS (PXR's)**

13. To enable training to be validated a PXR is to be submitted to HQ ATG(G) together with a nominal roll of all who attended, within one month of completion of the exercise. The Course Directors Report is to be completed indicating passes / failures and returned to this HQ. Proficiency Certificates will then be issued to successful trainees.