

LEVEL 3 ADVENTUROUS TRAINING AIDE MEMOIRE

1. Early planning is the key to a successful Level 3 expedition. It allows time for research and where necessary obtaining guidance from G7 PAT. It ensures that expeditions are cleared without fuss or unnecessary work.
2. Research is much easier now that the ATG (A) web lists all the publications and forms that are required to plan and execute a Level 3 expedition.

PLANNING

3. Decide what you would like to do and confirm that the intended activity is listed in JSP 419. Remember that the activity is entirely dependent on the availability of qualified personnel. (See JSP 419 for the qualifications and ratios, remembering that if a qualification is over 5 years old the individuals log book will be required to allow us to assess whether the qualification is still current). The severity of the expedition content must be in keeping with the experience of the group.
4. Determine where you would like to undertake the activity and then check if the time lines for Political Clearance given in Guidelines for Adventurous Training are achievable, if they are not, then, unless a dispensation is obtained through this HQ for valid reasons, the expedition will not proceed. Units are not to approach Embassies directly.
5. Finally check for financial viability, the various agencies that can be approached for funding are given in AGAI Vol 1 Chap11. It is essential that personal contributions are a minimum of 1/3 rd of the total cost of the expedition including CILOR. (CILOR rates can be obtained from Log Sp Food Svcs HQ UKSC(G) 72 2259).
6. Having confirmed all the foregoing the detailed planning can begin. It is essential that the expedition leader now completes the Joint Services Adventurous Training Form (A), (JSATF (A)) with as much detail as possible, as this will avoid unnecessary queries. Guidance notes on the completed of a JSATF(A) are attached to this Aide Memoire.
7. Although individuals are considered on duty whilst on expedition it is essential that insurance cover is taken out so that in the event of an emergency help is rapidly forthcoming from the appropriate agencies in a timely fashion.
8. The JSATF (A) is the document used by this HQ to assess that the activity is legitimate AT, that the technical content, safety and evacuation measures, qualifications and ratios are all acceptable.

POST EXERCISE REPORTS (PXR's)

9. To enable training to be validated and funding finally allocated 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 expedition. The Course Directors Report for DT is also to be completed indicating passes / failures and returned to this HQ. Proficiency Certificates will then be issued to successful trainees.

GUIDANCE ON COMPLETION OF THE JSATF (A)

1. These guidance notes are not intended to supersede those given in AGAI Vol 1 Chap 11 but to eliminate the more commonly found mistakes that have been identified by this HQ.
 - a. JSATF(A) Version. The JSATF(A) must be downloaded from the ATG(A) Website and sent electronically or on a floppy disc as well as hard copy that has been stamped and signed.
 - b. Exercise Name. The exercise name should be no more than 3 words, the prefix or suffix of which must be for 1 (UK) Armd Div units DIAMOND and UKSC(G) BACKSTOP. It must also not be humorous or inappropriate.
 - c. Exercise Aim. The aim must be a simple statement such as developing fear management and leadership qualities in an outdoor environment whilst attempting to summit wherever!
 - d. Contact Details. When giving contact details where possible include Mobile phone details and if deploying on Operations or a long exercise, an alternative point of contact.
 - e. Instructors. List instructors and ensure that proof of qualifications is provided.
 - f. Travel. Complete the travel section as directed naming Date/Time Group and Border crossing points. Do not send an Autoroute print, it will be rejected.
 - g. Expedition Itinerary. The expedition itinerary must be as detailed as possible to allow the desk officer to validate all phases of the expedition including R&R for which the ratio is 2 to 10 working days. Where trekking is involved height gained, height lost, distance travelled must all be included, it is not sufficient to put a route on a map! Where necessary an evacuation plan must be included an example is attached.
 - h. Accommodation. Accommodation should wherever possible be tents or mountain huts.
 - i. Supporting Documentation. Supporting documentation should be completed as required however Applications for Loan Pool Stores should be initially submitted to the unit QM 60 working days before they are required. It should then be forwarded to this HQ for initial approval.
 - j. Finance. The finance page must be completed carefully and income and expenditure should balance, so that feasibility can be assessed. The personal contributions must be a minimum of 1/3rd of the total cost of the expedition including the CILOR.
 - k. Risk assessment. Risk assessments must be completed for all activities ensuring that non AT activities included in the JSATFA have been separately authorised by the CO.
 - l. Civilian Instructor Participation. Where civilian instructor participation is requested qualifications must be provided together with proof of liability insurance of at least £3 million.
 - m. Equipment. All equipment requests must be submitted through unit QM department. Losses and damages must be paid for by individuals therefore insurance is strongly recommended.