**Defence Instructions and Notices**

**Title:** Tasking of CSAT and Long-Range VIP Voyager-O Audience: All personnel involved in bidding, tasking or resourcing CSAT and Long-Range VIP Voyager Applies: Immediately Expires: When rescinded or replaced

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**Related Info:**

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**Introduction**

1. Defence allocates aircraft to Command Support Air Transport (CSAT) duties, and has provision for Senior Ministers and members of the Royal Household to travel on military Air Transport (AT) aircraft. This DIN is in two parts: the first part defines the role, purpose and prioritisation of CSAT resource, and describes the process of bidding for and allocating CSAT aircraft. The second part introduces the use of CSAT for VIP travel and the Long-Range VIP Voyager for Ministerial travel; this is expanded on in Annex A, which is designed to provide Ministerial travel staffs with the information they need in order to bid for the use of these assets. This DIN replaces 2017DIN-03-003 Amended Aug 17, ‘Policy and Procedures for the Use, Prioritisation and Tasking of Command Support Air Transport’.

**Command Support Air Transport (CSAT)**

2. **Definition**. CSAT is defined as the transport of small numbers of high value or priority passengers, or small items of high priority freight by air[[1]](#footnote-1).

3. **Resource**. The RAF CSAT Fleet is drawn from No 32(The Royal) Sqn’s four BAe 146 fixed wing aircraft and one Agusta 109SP helicopter, based at RAF Northolt. On a routine basis, two BAe146 and the Agusta 109SP are available for tasking during the working week, with one BAe146 and the Augusta 109SP available at other times[[2]](#footnote-2). Users should be aware that two of the BAe146 are configured for VIP duties, whilst the remaining two are configured for routine AT; fleet management considerations mean that there may not be the ability for the user to specify which type is allocated to a particular task.

4. **Command and Control**. The Chief of the Air Staff exercises Full Command of CSAT and 2 Gp VIP assets, with OPCOM delegated to AOC 2 Gp for normal operations. The 2 Gp Air Mobility Operations Centre (AMOC) is the default tasking authority for CSAT. When CSAT assets are allocated by Defence to a specific operation, OPCOM and tasking authority may be delegated to an appropriate Operational Commander.

5. **Prioritisation**.

a. Training. It is vital that CSAT crews maintain their operational effectiveness and readiness. Training is an essential enabler of that effectiveness, and is an underlying priority. Whilst some elements of aircrew training can only be achieved through the dedicated allocation of CSAT aircraft to the training task, role training is conducted on live tasking whenever possible.

b. Operational CSAT. Operational CSAT is the transportation of personnel and small items of freight to/from and within operational theatres. To facilitate this, CSAT aircraft are equipped with Defensive Aids Sub-Systems (DASS) that protect the aircraft and its occupants from certain threats. A requirement for DASS is often non-discretionary; consequently, operational CSAT tasks take priority over all other CSAT tasking[[3]](#footnote-3).

c. Aeromedical Evacuation and Compassionate Cases. These flights are a subset of Routine CSAT (sub-para d), but the emergency nature of such cases usually means that routine, formal tasking procedures are inappropriate and that they receive a higher priority than routine CSAT.

d. Routine CSAT. These flights support day-to-day business by Defence personnel of all ranks and grades, and VIP use (see para 10), where flexibility and speed of a dedicated asset is essential, when better value for money can be demonstrated when compared against movement by civil airline, road and rail, or when presentational considerations require the use of a State Aircraft. Specific approval for use of the Agusta 109SP is amplified in para 9.

6. **Procedure for Requesting CSAT Flights**. Applications should be made directly to the 2 Gp AMOC VIP Tasking Cell via email using the proforma at Annex B. Due to the nature of the CSAT task, planning is routinely conducted in shorter timeframes than that of other Defence Air Mobility tasks. However, applications for use of CSAT aircraft should be made as soon as a requirement is identified, ideally at least 14 days but no later than 3 working days before the requested date of departure[[4]](#footnote-4). If advice or guidance is required, the 2 Gp AMOC VIP Tasking Cell can be contacted by email or telephone during normal working hours. Contact details for the 2 Gp VIP Tasking Cell are as follows:

a. Email. Requests should be submitted to the group mailbox xxxxxxxxx

b. Telephone. xxxxxxxxxxxxxxxx

7. **Task Confirmation**. The 2 Gp AMOC VIP Tasking Cell will issue a Transport Operation Order (TransOp) to the POC no earlier than 14 days in advance of the task as formal confirmation of support. However, the priority list for tasking of CSAT assets will be strictly adhered to until the 3 working day point, after which only exceptional tasks will be considered.

8. **Recording of Information**. VIP and CSAT tasking is the subject of intense public and political interest. To ensure transparency and to enable prompt reporting[[5]](#footnote-5), the 2 Gp VIP Tasking Cell is to maintain a record of all CSAT and VIP Voyager tasking including the purpose of the task, hours flown and costs incurred. In addition, the 2 Gp VIP Tasking Cell is to record all requests for CSAT and VIP Voyager tasking that have been declined, detailing the reason for refusal.

9. **Employment of RW CSAT**. The Agusta 109SP helicopter is funded for routine use by Senior Ministers and MOD personnel of 3\* status and above[[6]](#footnote-6). An authorised annual flying allocation of 550 hours exists specifically for this purpose. Requests for the use of RW CSAT should be made using the procedure outlined in para 6. Prioritisation of this resource is to be in line with the rank or status of the principal involved. In exceptional circumstances where prioritisation cannot otherwise be resolved, or when there is a compelling need to use RW CSAT for tasking other than the transportation of VIPs, AOC 2 Gp will scrutinise the requests before passing them to DComOps, HQ Air, who will be the authority and the arbiter.

**VIP Air Transport**

10. When tasking in direct support of operations allows, CSAT assets can be utilised to transport VIPs. Eligibility, and the priority of those eligible, is given at Annex C. Applications for use of CSAT by MOD personnel should be made using the process outlined in paras 6 and 7.

11. Specific information and instructions pertaining to Royal and Ministerial use of military AT are given at Annex A.

12. The VIP Voyager capability has been introduced specifically for the purpose of transporting those listed in Annex C. To protect the availability of the asset, the Enhanced Cabin Fit Voyager should not be used for Military-sponsored VIP Transport. Exceptionally, the Prime Minister’s office may authorise such use; requests should initially be staffed through the Ops Directorate[[7]](#footnote-7).

Annexes:

1. Ministerial Use of Military Air Transport.
2. CSAT and VIP Voyager Tasking Request Form (Supplement).
3. VIP Priority List for Tasking of 2Gp Aircraft.

**ANNEX A to**

**2018DIN03-002**

**Dated Feb 18**

**Ministerial Use of Military Air Transport**

1. **The Defence Task**. Defence is responsible for the provision of Royal and Ministerial air travel for entry to/from or within theatres of UK military operations and to other destinations where a Defensive Aids Sub-System (DASS) would be prudent. SDSR15 added the provision of Long Range Air Transport for senior members of the Royal Family and Senior Ministers as a mandated Defence output.

2. **The Aircraft**. Defence has a varied fleet of aircraft that can be routinely used for VIP tasking. Each aircraft type offers different benefits to the user, but come with constraints on how they may be used. All of the aircraft allocated to VIP flights are capable of being fitted with a DASS, if the task requires it. Guidance on which type is best-suited to a particular task, and whether any constraints might apply, can be obtained from the 2 Gp AMOC VIP Tasking Cell.

a. **BAe 146**. The RAF operates four BAe 146 aircraft; two of them are configured for VIP transport with seats for up to 26 passengers, and two are configured for routine air transport with seats for up to 45 passengers. Fleet management considerations mean that it may not be possible for the user to specify which variant is allocated to a particular task. The BAe 146 is optimised for short-haul flights, but is capable of operating into almost all established airfields. For long-range tasks, the BAe 146 is able to meet a VIP party at an intermediate airfield, and fly them to/from their final destination.

b. **Long-Range VIP Voyager**. One of the RAF’s A330 Voyager aircraft has been modified to facilitate Royal and Ministerial Long Range Air Transport. It is permanently fitted with 3 separate passenger compartments: one is configured to seat 10 VVIPs[[8]](#footnote-8), the second is configured to seat 48 VIPs[[9]](#footnote-9), and the third is capable of seating up to 100 passengers in a standard military configuration. The Voyager is a large aircraft, and as such cannot operate into all international airfields. It is optimised for medium/long-haul flights. As there is only one Voyager configured for Royal and Ministerial Long Range Air Transport, there may be periods when it is not available[[10]](#footnote-10); in those instances, it may be possible to allocate another Voyager, but the user should note that this would not have the modified cabin. With only one aircraft configured for Royal and Ministerial VIP use, any Ministerial request to use the Voyager must be endorsed by the Prime Minister’s office (see para 3b of this Annex). Use by members of The Royal Family will be approved by the Royal Travel Office (RTO) and co-ordinated with the Prime Minister's Office.

3. **Task Confirmation and Management Process**. All routine communication concerning Royal and Ministerial transport tasks will be through the 2 Gp AMOC VIP Tasking Cell, who can be contacted via xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx x. The process of defining, refining and managing Royal or Ministerial transport tasks will include the following steps:

a. **Early Notification and Advice**. At the earliest opportunity, the user shall contact the 2 Gp AMOC VIP Tasking Cell to discuss likely requirements and identify any potential constraints. The 2 Gp AMOC VIP Tasking Cell will advise on how best the task could be resourced, and will assist the user with the application process. Routine Voyager tasking is confirmed 6 weeks in advance[[11]](#footnote-11); requests to use the VIP Voyager with less notice than this will cause significant disruption to Defence activity, and will incur additional costs for the MOD and potentially the user. As part of the advice offered, the 2 Gp VIP Tasking Cell will be able to provide an early indication of likely costs[[12]](#footnote-12) (see para 4).

b. **Formal Notification of Task**. The user will submit details of the proposed task to the 2 Gp AMOC VIP Tasking Cell using the form at Annex B. Crucially, the Annex B must detail the authority for the task. That authority will comprise:

(1) BAe 146: Status of the Principal. Annex C details those individuals whose status and role is such that use of BAe146 VIP Air Transport is appropriate.

(2) VIP Voyager: No.10/ RTO Endorsement. In order to ensure appropriate coordination and prioritisation between VIP tasks, any Ministerial request to use the Voyager must be endorsed by the Prime Minister’s office through the Principal Private Secretary. That endorsement must be obtained by the user prior to formal notification of the task. Use by members of The Royal Family will be approved by the RTO and co-ordinated with the Prime Minister's Office.

c. **Task Confirmation**. Once the task has been accepted, the 2 Gp AMOC VIP Tasking Cell will issue a Transport Operation Order (TransOp). The TransOp serves as a means of confirming the nature of the task, and as a Warning Order to a wider Defence audience[[13]](#footnote-13).

d. **Task Preparation**. The 2 Gp AMOC VIP Tasking Cell will progressively refine the detail of the task, coordinating with other agencies as required. They will be supported in doing so by the user providing timely and accurate information, such as timings, destinations and passenger details[[14]](#footnote-14).

4. **Charging Regimes**. Use of Defence aircraft in the VIP role incurs costs that would not otherwise have arisen. These can be direct costs, such as landing fees and catering, and indirect costs such as the chartering of civilian aircraft to backfill routine Defence Air Transport tasks. Various regimes are in place for recouping some or all of these costs, depending on the nature of the task, the type of aircraft utilised, and the usage rate of the aircraft. Costs for Government and Royal useage of the VIP Voyager will be higher if the Financial Yearly limit of agreed Flying Hours are exceeded,[[15]](#footnote-15) at which point the user becomes liable for the net additional costs that Defence incurs as a result of the VIP task.[[16]](#footnote-16) Additional details on the charging regimes can be obtained from the HQ AIR Costing Cell via the 2 Gp AMOC VIP Tasking Cell.

**ANNEX C to**

**2018DIN03-002**

**Dated Feb 18**

**VIP PRIORITY LIST FOR TASKING OF 2 GP AIRCRAFT (excluding Long Range VIP Voyager)**

1. Royal users of 2 Gp VIP transport (at the discretion of Her Majesty the Queen):

Her Majesty The Queen.

His Royal Highness The Prince Philip, Duke of Edinburgh.

His Royal Highness The Prince of Wales.

Her Royal Highness The Duchess of Cornwall.

His Royal Highness The Duke of Cambridge.

Her Royal Highness The Duchess of Cambridge.

His Royal Highness Prince Henry.

Their Royal Highnesses:

The Duke of York.

The Earl of Wessex.

The Countess of Wessex.

The Princess Royal.

The Duke of Gloucester.

The Duchess of Gloucester.

The Duke of Kent.

Princess Alexandra, The Honourable Lady Ogilvy.

2. Other users of 2 Gp VIP transport in order of priority

The Prime Minister

Chancellor of the Duchy of Lancaster and Minister for the Cabinet Office.

The Chancellor of the Exchequer.

The Secretary of State, Foreign and Commonwealth Office.

The Secretary of State for Defence.

The Secretary of State for Exiting the European Union.

MOD Ministers, Chiefs of Staff, PUS, VCDS, CDM.

OGD Ministers (approved on a case by case basis by the Office of SofS for Defence. Usually on full repayment terms).

MOD Four Star Officers and Officials.

CMC NATO (when the incumbent is a British officer. Only if travel is on UK Defence business will no charges apply) and DSACEUR.

MOD 3\* officers and officials, and SIA officials on Defence-related business.

Commanders exercising the command and control function.

MOD personnel on other official business.

UKTI tasks that meet the SLA criteria on full repayment.

**VIP PRIORITY LIST FOR TASKING OF LONG RANGE VIP VOYAGER**

1. Her Majesty The Queen. Other Royal users of 2 Gp VIP transport will be at the discretion of Her Majesty the Queen.

2. Other users of 2 Gp VIP transport in order of priority:

The Prime Minister.

Other senior Ministers representing the Prime Minister (approved on a case by case basis by the Office of the Prime Minister).

1. CSAT CONUSE dated 26 May 11 [↑](#footnote-ref-1)
2. Defence may allocate one or more BAe146 to an operational theatre, in either the CSAT or TacAT role. If this is case, then the UK-based CSAT offer will reduce by one. [↑](#footnote-ref-2)
3. If DASS is not essential, then other sources of transport, such as commercial charter, are able to be utilised. [↑](#footnote-ref-3)
4. For matters of national emergency, short-notice operational requirements compassionate or aeromedical tasks, applications can be made inside 3 working days. Short-notice requests should be submitted to the 2 Gp VIP Tasking Cell, using the contact details in para 6, but may be addressed by the AMOC Duty Officer if outside normal working hours. [↑](#footnote-ref-4)
5. Eg in response to Parliamentary Questions and Freedom of Information requests. [↑](#footnote-ref-5)
6. It may be that Value for Money considerations dictate use of the A109SP for lower-status passengers, if they would otherwise have been carried by FW CSAT and tasks can be more efficiently managed in this way. [↑](#footnote-ref-6)
7. Xxxxxxxxxxxxxxxx [↑](#footnote-ref-7)
8. With lie-flat seats and a cabin service equivalent to that provided by 32(TR) Sqn. [↑](#footnote-ref-8)
9. With premium seating, but routinely with standard cabin service. [↑](#footnote-ref-9)
10. Such as during scheduled maintenance periods. [↑](#footnote-ref-10)
11. At the monthly Air Mobility Allocation Committee. [↑](#footnote-ref-11)
12. Which will be calculated by the HQ AIR Costing Cell. [↑](#footnote-ref-12)
13. Including DSCOM, who, in the case of the Voyager, will then allocate the aircraft to the VIP task and manage the subsequent implications for the Defence Airlift Programme. [↑](#footnote-ref-13)
14. It is recognised that specific details may not be available until much closer to the task itself, but indicative, unclassified durations and passenger numbers allow baseline planning to be conducted. [↑](#footnote-ref-14)
15. 200 Voyager hours allocated for Ministerial use and 40 Voyager hours allocated for Royal use respectively. [↑](#footnote-ref-15)
16. Including backfill charter costs, if applicable. [↑](#footnote-ref-16)