



## DOSR/RN/2025-02 - Funding for MOD Forms 906 Series

**Date: 17 Jan 25**

### References:

- A. DSA 03.OME Part 3 Volume 1 Part 2 (Defence Code of Practice for Ranges).
- B. 18<sup>th</sup> DRSC Meeting dated 10 Oct 24 – Action 20241010-04 Funding for MOD Form 906 Series.

### Purpose

1. The purpose of this DRN is to circulate an early update to the regulations, requirements, and guidance to Reference A.

### Background

2. The Chair of the DRSC explained in Reference B at the 18<sup>th</sup> DRSC Meeting that the current process for both funding and printing of MOD Form 906 Series is currently the responsibility of DOSR. The Chair has decreed that this will no longer be the case in the new financial year (Apr 25) and each TLB / Defence Organisation will be responsible for this function. The Chair tasked all TLB leads to identify an individual in each organisation who will conduct this function and to forward details to Sec by Jan 25.

### Current Procedure

3. When it is identified that printing of MOD Form 906 Series is required the following procedure is implemented by Sec DRSC:

Ser	Action	Responsible	Remarks
1	Contact <a href="mailto:mark.girling@cds.co.uk">mark.girling@cds.co.uk</a> to identify current stock.	Sec DRSC	Mark Girling MOD Account Executive  Telephone: +44 (0)1603 576074 CDS, Riverside House, 7 Canal Wharf, Leeds, LS11 5AS, UK <a href="http://www.cds.co.uk">www.cds.co.uk</a>
2	Obtain client print quotation for replenishment of stock by type from <a href="mailto:mark.girling@cds.co.uk">mark.girling@cds.co.uk</a> .	Sec DRSC	None
3	Raise Financial Authority Request (FAR) with DSA HQ (or TLB equivalent). Once approved the stock will be printed and Sec DRSC informed when received.	Sec DRSC	<a href="#">Financial Authority Request</a>



Ser	Action	Responsible	Remarks
4	Receipts and invoices sent to DSA HQ / BMT and records kept.	Sec DRSC	None
5	RAUs must create a Millies Account using Millie Online Portal ( <a href="#">Millie Online Portal</a> ) in order to demand copies of MOD Form 906 Series.	RAU	None
6	Demands will be processed by Louise Burlow who will send the request to the Sponsor (Sec DRSC) for approval. <a href="mailto:louise.burlow101@teamleidos.mod.uk">louise.burlow101@teamleidos.mod.uk</a> .	Sponsor	<b>Louise Burlow   Leidos</b> Forms & Publications Bicester Logistics & Mission Support, UK & Europe Solutions

### Revised Procedure

4. As of 1 Apr 25, each TLB / EO or Defence Organisation will be responsible for funding and administrating the printing and management of MOD Form 906 Series. Sec DRSC will remain Technical Author of the Series and will ensure that the current version is available on DRSC MODNet (MOD Range Forms) and will provide advice and guidance on the procedure if required.

### Action Required

5. As per Action Point in Reference B, DRSC TLBs leads are to identify individuals in each organisation who will conduct this function and forward their details to Sec DRSC by 30 Jan 25. TLBs will assume the responsibility for management and funding of MOD Form 906 Series on 1 Apr 25.

### Aim

6. This DRN is aimed at all service and civilian personnel involved with the management and conduct of MOD ranges.

### Implementation

7. Effective 1 April 2025.

### Queries

8. Any observations or requests for further guidance on the content of this DRN should be submitted by email to [brendan.ocallaghan155@mod.gov.uk](mailto:brendan.ocallaghan155@mod.gov.uk).

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**DOSR TL**