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Our ref: FOI 2014/2014/08110  
Your ref:

7 January 2015

Dear [REDACTED]

Thank you for your email of 9 December 2014 requesting the following information:

*Could you please supply me with the number of staff who did not submit an iCAS time recording sheet for the week ending Friday the 28th November 2014?*

We are treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and we can confirm that all of the information in scope of your request is held.

The information you have requested can be found in the table below.

**Number of staff who did not submit an iCAS time recording sheet for the week ending the 28 November 2014.**

<b>Week ending</b>	<b>No. of staff who did not submit an iCAS timesheet</b>
28/12/2014	310

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.gov.uk>.

Yours sincerely

Dstl Secretariat