



Ministry  
of Defence

Army Secretariat  
Army Headquarters  
IDL 24 Blenheim Building  
Marlborough Lines  
Andover  
Hampshire, SP11 8HJ  
United Kingdom

Ref: FOI2014/05728  
ArmyHQ/Sec/05/04/73778

E-mail: [Army Sec-group@mod.uk](mailto:Army Sec-group@mod.uk)  
Website: [www.army.mod.uk](http://www.army.mod.uk)



29 October 2014

Dear 

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

*'I would like information, guidance, JSPs AGAI's or DCI's and other training manuals concerning the duties of an OC and CO and training staff (DS) at a training establishment (ATR Pirbright). I will also need welfare information on victim support in the Army i.e. support that should be given to service personnel following a serious assault. The time period in which these documents should apply is between 1997 and 2000.'*

The policies in place would have applied to all training units, including Army Training Regiments.

Following a search of Departmental electronic and manual records I have ascertained that most records from this period are no longer held. I have located the following documents relating to the duties of Army training staff, and welfare information on victim support in the Army in relation to the period specified:

D/AG/4/5/1 dated 21 October 1993 - Discipline and Standards Paper;  
ATRA Code of Practice for Instructors (1998);  
Army Terms and Conditions of Service (1997);  
AP 3392 RAF Policy Note on the 1990 Victim's Charter (applied to all Services).

These documents are attached.

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 Deputy Chief Information Officer, 2nd 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,

Army Secretariat