



Ministry
of Defence

Ministry of Defence
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Ref: FOI2015/06454

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17 August 2015

[REDACTED]

Thank you for your email of 17 July 2015 requesting the following information:

“Under an FOI request please could you tell me whether any secretary of state or minister in the last five years, including those within the present team, has sent out a request to civil servants in the department regarding the use of grammar or the correct use of the English language in documents, briefing notes or other material for circulation to ministers or for publication.”

I am 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 I can confirm that no information in scope of your request is held.

Under Section 16 of the Act (Advice and Assistance) you may find it helpful to note that a Defence Writing Guide known as Joint Service Publication 101 can be found at the following link:
<http://www.da.mod.uk/Research-Publications/category/61/jsp-101-defence-writing-guide-19045>

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, 1st Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail 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, <https://ico.org.uk/>

Yours sincerely,

Top Office Group Business Manager Deputy