



Ministry of Defence

Air Command Secretariat
Spitfire Block
Headquarters Air Command
Royal Air Force
High Wycombe
Buckinghamshire
HP14 4UE

Ref: FOI 2016/09343

[REDACTED]

02 Nov 2016

Dear [REDACTED]

Thank you for your email of 08 October 2016, which has been considered to be a request for information under the Freedom of Information (FOI) Act 2000; I have been asked to reply on behalf of the Ministry of Defence (MOD).

In your e-mail you requested the following:

"Please can you tell me which military document outlines the procedures for payment of adult volunteers in the ACO and what checks and balances are in place to ensure timely payments.

Also what is the longest length of time from receiving claim paperwork at HQ to the person receiving their money?"

A search for the information has now been completed within the MOD, and I can confirm that some information in scope of your request is held.

The procedures for payment of adult volunteer allowances are contained in Air Cadet Publication 300 – Air Cadet Organisation Finance Manual and there is no stipulated timeline for payments to be made. Every effort is made to ensure that payments are made as soon as possible within the available resources.

With regards to your enquiry about the longest period taken to process a claim from receipt at Headquarters to payment to the individual, I can confirm that MOD holds the information on the subject you have requested. However, in accordance with Section 12 of FOIA, the MOD is not obliged to comply with a request for information if the cost of fulfilling the request would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days in determining whether the Department holds the information, and locating, retrieving and extracting it. In order to extract the data requested, it would be necessary to conduct a check of each claim to manually extract data to compare and assess the period of time taken to process the claim.

On investigation, this would involve searching approximately 6000 Volunteer Allowance claims (excluding travel claims) for the last quarter alone. Reducing the scope of your request, for example to cover one month's claims, is still likely to exceed the cost limit due to the effort required to extract and compare the data.

If you are not satisfied with this response or 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, 2nd 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, <http://www.ico.org.uk>.

Yours sincerely,

Air Command Secretariat