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Ref: FOI2015/06056

[redacted]

10 July 2015

[redacted]

Thank you for your email of 7 July 2015 requesting the following information:

"I am writing to request an FOI release of the latest version of JSP101 The Defence Writing Guide.

Through searching the internet I am aware that a version of JSP101 is already available but I do not believe this is the latest version."

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 some information in scope of your request is held.

I must inform you that your request is exempt under section 21 of the FOI Act because the information is reasonably accessible to you by other means. As this is an absolute exemption it does not require a Public Interest Test to be conducted. A copy of JSP101 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