



Ministry
of Defence

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Ref: FOI2016/06219

XXXXXXXXXXXXXXXXXX

Email: XXXXXXXXXXXXXXXXXXXX

16 June 2016

Dear XXXXXXXXXXXXXXXXXXXX

Thank you for your email of 14 June in which you requested the following information:

The recent publication of the 2016 Queen’s Birthday Honours List has prompted me to ask a couple of questions. Under the FOI Act I should like to know:

- A. What guidance is issued to Line managers of MOD civilian staff who have been awarded honours as to how that award should be recognised?
- B. What is the MOD’s policy for sharing in the success of its civilian staff and alerting others within the MOD of that success?
- C. How is the list of civilian personnel recognised (that is published on the XXXXXXXXXXXX for example XX compiled?)

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 and I can confirm that the MOD does hold information within the scope of your request.

With regards to part A of your request I can confirm any mark of recognition given to MOD-sponsored honours recipients is entirely at Line Manager discretion. MOD nominators are given advance notification that their nominee has been successful but under the proviso that any congratulatory action should not be taken until formal publication of the Honours List.

The MOD’s policy for communicating the success of its civilian staff within the Department involves the publication of a Defence Instruction and Notice (DIN). The DIN lists all successful MOD-sponsored candidates after formal publication. A small number of recipients may also be interviewed about their award for articles which appear on the Defence Intranet or in the Defence People magazine.

The Civilian Honours Unit provide the Defence Intranet publishers with a list of MOD-sponsored award recipients.

Under section 16 (Advice and Assistance) you may find the below link below useful where you should find the announcements of honours:

<https://www.gov.uk/honours/honours-lists>

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, 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,

Defence People Secretariat