



Ministry
of Defence

Ministry of Defence
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Whitehall
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Ref: [REDACTED]

[REDACTED]

13 January 2016

Dear [REDACTED],

Thank you for your email of 10 December in which you requested the following information:

- 1) *A copy of the complete Overseas Transfer Manual for United Kingdom based Civilians as it existed in September 2012.* 2) *A copy of the complete Overseas Transfer Manual for United Kingdom based Civilians in its most recent form*

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 information is held which falls within the scope of your request. Please refer to the attached copy of the "Changing Work Location to or from overseas", and "Change of Work Location: Pay and Allowances Overseas" - as these documents makes multiple references to supporting policy documents for overseas transfers, please also refer to the following current versions of:

- "Change of Work Location: Issues, Arrangements and Entitlements Prior to Transfer Overseas"
- "Change of Work Location and Travel And Subsistence – Rates of Allowances, Costs, Rates and Charges"
- "Change of Work Location: Healthcare, Welfare and Compassionate Travel While Overseas"
- "Change of Work Location: Returning from Overseas"
- "Change of Work Location: Accommodation and Utilities Overseas"
- "Travel to and From Locations Overseas"
- "Change of Work Location: Leave and the Leave Travel Scheme [LTS] While Overseas"
- "Change of Work Location: Education of Children in the UK and Overseas"
- "Related Document – Evacuation from Overseas"
- "Change of Work Location: Conduct, Misconduct and Registrations Overseas"
- "Insurance, Accidents and Injuries Compensation While Overseas"

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, <http://www.ico.org.uk>.

Yours sincerely,

Defence People Secretariat