



# Ministry of Defence

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Our reference: FOI2016/02375

XXXXXXXXXX

XXXXXXXXXXXXXXXXXX

21 March 2016

Dear XXXXXXXXXXXXX,

Thank you for your email of 22 February 2016 requesting the following information:

1. *Please state the total number of army personnel who received a Notification of Casualty (NOTICAS) during the course of Minor Administrative Action (JSP 833) in a) 2011, b) 2012, c) 2013, d) 2014, e) 2015.*
2. *For each yearly total in 1, break down the reasons a NOTICAS was received.*
3. *Please state the total number of navy personnel who received a Notification of Casualty (NOTICAS) during the course of Minor Administrative Action (JSP 833) in a) 2011, b) 2012, c) 2013, d) 2014, e) 2015.*
4. *For each yearly total in 3, break down the reasons a NOTICAS was received.*
5. *Please state the total number of RAF personnel who received a Notification of Casualty (NOTICAS) during the course of Minor Administrative Action (JSP 833) in a) 2011, b) 2012, c) 2013, d) 2014, e) 2015.*
6. *For each yearly total in 5, break down the reasons a NOTICAS was received.*

I am writing to confirm that we are treating your correspondence as a request for information under the Freedom of Information Act 2000.

This information is not held by the Ministry of Defence. This is because records of Minor Administrative Action against an individual in relation to JSP 833 are only kept for two years, or are destroyed when the individual either leaves their Unit, or leaves Service. This is outlined in the JSP 833 paragraph:

**2.25 Retention of Records. Records of minor administrative action should be retained for at least 2 years from the date of issue or until the posting of the subject, whichever is the earlier and be available for inspection at any time by higher**

**authority. As minor administrative action does not constitute a punishment, no entry is to be made in an individual's conduct record and the issue of a minor administrative sanction should not, in itself, affect an individual's career or promotion prospects.**

Therefore we are unable to supply you with the total numbers you have requested.

I would also like to inform you that the wide-ranging amount of information you seek is likely to breach the cost limit. This is because that, although all NOTICAS are collated together, surviving records of Minor Administrative Actions are held at Unit level, and not collected in any format. Therefore, investigations at the many Units across the Ministry of Defence would breach the cost limit. Section 12 of the FOI Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for Central Government is set at £600.

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