



Ministry of Defence

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

20150521-FOI 04257

2 June 2015

Dear

Thank you for your email of 11 May, 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 email you requested the following:

“PAR scores for the top 25% in grades E1, SZ3 and SZ2 on RAF Lakenheath for the 2013/2014 reporting year”

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

Moderation panels award job holders one of three box markings: up to 25% of top performers will be given a Box 1, around 70% a Box 2 and no less than 5% of staff will receive a Box 3. Therefore, the tables below show the moderation panel outcomes for Box 1 of the E1, SZ3 and SZ2 panels covering MOD Civil Servants at RAF Lakenheath for the 2013/2014 reporting year:

Band E1

	Box 1
Per Cent	25.0%
Min Score	42
Max Score	66

SZ3

	Box 1
Per Cent	17.4%
Min Score	46
Max Score	64

SZ2

	Box 1
Per Cent	24.3%
Min Score	40
Max Score	66

Under Section 16 of the FOI Act, the duty to provide advice and assistance, you may wish to be aware that panels and panel chairs, in their review of their moderation panel packs, are advised to look out for evidence of overmarking, undermarking and flat line-marking to inform who they moderate. They have the ability to change initial Box positions (but not the Counter Signing Officer scores on the Performance Appraisal Reports) when looking at the Job Holders within their panel across the piece.

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 this office 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,


Air Command Secretariat