



# Ministry of Defence

Ministry of Defence  
Main Building (06/K/)  
Whitehall  
London SW1A 2HB  
United Kingdom

Telephone:

Ref: [REDACTED]

[REDACTED]

11 February 2015

Dear [REDACTED],

Thank you for your email of 16 January in which you requested the following information:

*Please would you supply a copy of the primary manual, handbook or similar written guidance material that armed forces recruiters use to support their work?*

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. However, for the Royal Navy, the information is exempt under Section 21 of the FOIA, because it is reasonably accessible to you by other means, as it is already in the public domain. Please refer to the primary manual for recruiting policy contained in BR 3 "Naval Personnel Management", Part 4, found via the reference library on the Royal Navy website at:  
<http://www.royalnavy.mod.uk/~media/royal%20navy%20responsive/documents/reference%20library/br%203/20140918-br3-home-u.pdf>

The Army does not use a primary manual or handbook for recruiter training. Recruiters undertake a three-week course at Bovington camp in Dorset, and are supported in their post by updated briefing material when required.

For the Royal Air Force, please find attached Air Publication 3391 (AP3391), "*Manual of Recruiting and Selection*", volume 1, parts A and B, which outlines the RAF's recruiting policy.

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, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto: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,

Defence Personnel Secretariat