



Ministry  
of Defence

Ministry of Defence  
Main Building (06/K/16)  
Whitehall  
London  
SW1A 2HB

Ref: XXXXXXXXXXXX

Telephone:+44 (0)20 7218 9000

XXXXXXXXXXXXXXXXXXXXXX

Email: XXXXXXXXXXXXXXXXX

23 February 2016

Dear XXXXXXXXXXXXXXXXX

Thank you for your email of 21 January 2016 requesting the following information:

“Please could I formally request to have copies of the following under the freedom of information act:

I would like copies of all information held with regards to the conduct of job evaluation process for both the Royal Military Police (RMP) and Royal Air Force Police (RAF Police) which was conducted when considering the Armed Forces Pay reform.

Please include the grading criteria and common questions asked of each trade.

Please also provide information as to how the Job Evaluation (JE) scores were calculated by the Joint Services JE Team (JSJET) for those employments.

Please provide details of who the trade sponsor (job title will suffice so as to protect personal information) of the RMP and RAF Police were for the process.

Please provide information as to which representative jobs in both RMP and RAF Police were chosen for the process.

Please provide information for what the dimensions and level descriptors were for each factor.

Please provide information on what the pre-determined scoring matrix was.

Finally all further information used in the Pay reform process for both the RMP and RAF Police.

I would like to receive the information preferably by email but if not available electronically the by post will suffice.”

This has been considered as a request for information in accordance with the Freedom of Information Act 2000 (FOI Act) and I can confirm that the MOD does hold information within scope of your request.

I will answer each part of your request in order:

*Please include the grading criteria and common questions asked of each trade.*

The attached documents provide information to answer this part of your request.

- “Factor Plan 1999” includes scoring matrices;
- “Job Analysis Questionnaire”, and

- “Guidance Notes to Questionnaire” to help job holders complete the questionnaire.

*Please also provide information as to how the Job Evaluation (JE) scores were calculated by the Joint Services JE Team (JSJET) for those employments.*

The rank by rank JE scores are incorporated into a Through Career Whole Trade Score (TC WTS) which enables the relative job weight of trades to be assessed and compared on a through career basis. This TC WTS is achieved by using a mathematical formula developed by experts in the Defence Statistics organisation which balances off the impact of differing rank compositions in each trade and thereby gives a comparable score.

*Please provide details of who the trade sponsor (job title will suffice so as to protect personal information) of the RMP and RAF Police were for the process.*

The trade sponsor was Provost Marshall Army (PM(A) for Royal Military Police and Headquarters' Deputy Provost Marshal (HQ DPM) for RAF Police.

*Please provide information as to which representative jobs in both RMP and RAF Police were chosen for the process.*

Information regarding this part of your FOI request is at Annex A.

*Please provide information for what the dimensions and level descriptors were for each factor.*

The document entitled “Factor Plan” answers this part of your FOI request.

*Please provide information on what the pre-determined scoring matrix was.*

The document entitled “Factor Plan” answer this part of your FOI request.

*Finally all further information used in the Pay reform process for both the RMP and RAF Police.*

The Army treat General Police Duties (GPD) Police and Special Investigations Branch (SIB) Police as different trades, whereas the RN and RAF have singleton Police trades.

Under Section 16 of the FOI Act (Advice and Assistance) I have also included a copy of the document entitled “Job Evaluation Explained”.

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

Yours sincerely,

Defence People Secretariat