



# Ministry of Defence

**Air Command Secretariat**  
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[REDACTED]

20151120-FOI [REDACTED]

25 November 2015

Dear [REDACTED]

Thank you for your letter of 28 October 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).

Following a request for clarification, you asked for the following information:

"I require the current documents in use or those that were in use from Jun-Sep 2015 if they have been recently updated.

The documents I require are Standing Operating Procedures, Statements of Practice and any other documents relating to the use of OTMIS by administrators and instructional staff."

A search for the information has now been completed within the MOD, and I can confirm information in scope of your request is held. Please see the enclosed extract from the aide memoir used by instructional staff, which covers the use of OTMIS.

Under Section 16 of the FOI Act (the duty to provide advice and assistance), it may be helpful if I explain that staff are trained to use OTMIS through practical demonstration of the system and practice sessions, during which guidance is given on what may or may not be recorded in any document put on the system.

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,

Air Command Secretariat

Enclosure:

Extract from OACTU IT Aide Memoir DII(F)