



# Ministry of Defence

Defence Resources Secretariat  
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Reference: FOI2015/07664

[REDACTED]

E-mail: [REDACTED]

Date: **23 September 2015**

Dear [REDACTED],

Your correspondence dated 5 September 2015 has been considered to be a request for information in accordance with the Freedom of Information Act 2000 (FOIA). You requested the following information:

- 1) *What was your Office's/ Department's total expenditure on re-positionable adhesive notes (colloquially referred to as "Post-It" notes) in financial years 2013-2014 and 2014-2015 respectively?*
- 2) *What was the overall FTE staffing of your Office/ Department in financial years 2013-2014 and 2014-2015 respectively?*

A search for the information has now been completed within the Ministry of Defence (MOD), and I can confirm that no information in scope of question 1 is held.

Under Section 16 of the FOIA, public authorities are required to provide advice and assistance while processing FOI requests, and I have therefore included some additional information below that you may find useful.

MOD office supplies have now transitioned to Crown Commercial Services (CCS) as a fully managed service. It may be possible for CCS to obtain and collate this information from the Suppliers. Details on how to make a FOIA requests with CCS can be found at the link below:

<https://www.gov.uk/government/organisations/crown-commercial-service>

I can confirm that the MOD holds information in scope of question 2. The information is exempt under Section 21 of the FOIA, because it is reasonably accessible to you by other means. It is already in the public domain and can be found in the MS Excel Spreadsheets which can be accessed via the links below:

[UK armed forces monthly service personnel statistics:](#)

<https://www.gov.uk/government/statistics/uk-armed-forces-monthly-service-personnel-statistics-2015>

[MOD civilian personnel quarterly report:](#)

<https://www.gov.uk/government/statistics/mod-civilian-personnel-quarterly-report-2015>

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>.

I hope you find this helpful.

Yours sincerely,

Defence Resources Secretariat