



Ministry
of Defence

Defence Business Services
Secretariat Team
Room 6303
Tomlinson House
Norcross
Thornton-Cleveleys
Lancashire
FY5 3WP

Ref: FOI2021/05665

E-mail: DBSRES-Secretariat@mod.gov.uk

24 June 2021

Dear [REDACTED]

Thank you for your email of 17 November 2020 requesting the following information:

“...“1997 to 2010 a) all annual job appraisals B) all job descriptions between the above dates”

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 (MOD), and I can confirm that none of the information in scope of your request is held.

In relation to part a) of your request, all personnel records Defence Business Services hold in relation to yourself have been provided to you within your previous SAR requests therefore, all annual appraisals that are held have been released.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

Defence Business Services Secretariat Team

Defence Business Services Secretariat Team