



Ministry  
of Defence

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

Ref: FOI2022/10255

Email: [DBSRES-Secretariat@mod.uk](mailto:DBSRES-Secretariat@mod.uk)

[REDACTED]

26 September 2022

Dear [REDACTED]

Thank you for your email of 5 September 2022 to the Ministry of Defence (MOD) requesting the following information:

*“Please provide a copy of the policy guidance and any other written guidance/advice/direction used by the Deciding Officer and the Medical Officer in relation to the decision process to determine whether an individual qualifies under AFPS 15 for a Tier 1, Tier 2 or Tier 3 award.”*

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 MOD and I can confirm that no information in scope of your request is held.

Under Section 16 (Advice and Assistance) you may wish to know that there is no written policy guidance, manuals or desk aids used by the Deciding Officer (DO) or the Veterans UK Medical Adviser (MA) when making a decision/recommendation on the appropriate relevant Tier to award. All decisions are made on a case specific basis, based solely on their medical knowledge, using all available medical evidence. The DO considers each case in its own merits and reviews the recommendation from the MA with the medical evidence itself being the most important aspect when making a decision.

Where appropriate the Synopsis of Causation or the Independent Medical Expert Group (IMEG) report may be referred to. Links to these can be found below.

Synopsis of Causation – [https://www.gov.uk/government/collections/mod-compensation-and-occupational-pension-schemes-synopses-of-causation#:~:text=Synopses%20of%20causation%2C%20covering%20a,veterans%20to%20support%20decision%20making.&text=The%20Ministry%20of%20Defence%20\(%20MOD, arrangements%20for%20the%20armed%20forces](https://www.gov.uk/government/collections/mod-compensation-and-occupational-pension-schemes-synopses-of-causation#:~:text=Synopses%20of%20causation%2C%20covering%20a,veterans%20to%20support%20decision%20making.&text=The%20Ministry%20of%20Defence%20(%20MOD, arrangements%20for%20the%20armed%20forces)

IMEG reports – <https://www.gov.uk/government/publications/independent-medical-expert-group-report-topics/independent-medical-expert-group-report-topics>

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](mailto: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,

A black rectangular redaction box covering the signature of the sender.

Defence Business Services (Secretariat)