



Ministry of Defence Police

Freedom of Information Manager
Ministry of Defence Police
Palmer Pavilion,
Building 666,
RAF Wyton, Huntingdon,
Cambs, PE28 2EA

E-mail: MDP-FOI-DP@mod.gov.uk

Our Ref: eCase: FOI2023/07839

RFI: 163/23

Date: 21st July 2023

Dear [REDACTED]

FREEDOM OF INFORMATION ACT 2000: MINISTRY OF DEFENCE POLICE: LINE MANAGERS ENDORSMENT FORM.

We refer to your email dated 25th June 2023 to the Ministry of Defence, which we acknowledged on the 26th June 2023.

We are treating your email as a request for information in accordance with the Freedom of Information Act 2000 (FOIA 2000).

In your email you requested the following information:

- 1) **Do Police Staff need to complete or submit a Line Manager Endorsement form or similar/equivalent document to be able to submit an internal job application? If this isn't required at the initial time of applying when is this required (if at all)?**
- 2) **Do Police Officers need to complete or submit a Line Manager Endorsement form or similar/equivalent document to be able to submit an internal job application? If this isn't required at the initial time of applying when is this required (if at all)?**
- 3) **If applicable, do you have a copy of the endorsement form(s) or equivalent?**
- 4) **Do you have any policies regarding internal recruitment and if applicable specifically around the endorsement forms?**
- 5) **If applicable what is the procedure if a line manager and staff member disagree with the content of an endorsement form?**

A search for information has now been completed and I can confirm that the Ministry of Defence Police do hold information in scope of your request.

1) Do Police Staff need to complete or submit a Line Manager Endorsement form or similar/equivalent document to be able to submit an internal job application? If this isn't required at the initial time of applying when is this required (if at all)?

The Ministry of Defence Police (MDP) do not have police staff, our civilians are Ministry of Defence (MOD) employed and the internal recruitment process for civilians does not ask for line manager endorsement.

2) Do Police Officers need to complete or submit a Line Manager Endorsement form or similar/equivalent document to be able to submit an internal job application? If this isn't required at the initial time of applying when is this required (if at all)?

Our internal recruitment process includes an application document where an endorsement section from the line manager is included.

3) If applicable, do you have a copy of the endorsement form(s) or equivalent?

We do not have a separate Line Manager endorsement form. It forms part of our internal application document.

4) Do you have any policies regarding internal recruitment and if applicable specifically around the endorsement forms?

The MDP follow the principles of the MOD Internal recruitment.

5) If applicable what is the procedure if a line manager and staff member disagree with the content of an endorsement form?

The individual would need to raise this informally first through management chain or formally using the MOD grievance process.

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

MDP Secretariat and Freedom of Information Office