



Army Policy and Secretariat
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Ref: Army/PolSec/Di/F/FOI2024/05095

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XXXXXXXXX
XXXXXXXXXXXXXXXXXX

22 April 2024

Dear XXXXXXXXX

Thank you for your email of 22 March 2024 in which you requested the following information:

the procedures for any department of Regional Command who receives a direct FOI request.

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000. A search for the information has now been completed within the Ministry of Defence, and I can confirm that the information in scope of your request is held in Army Command Standing Order 6109 Freedom of Information Act 2000 Process Guide which is quoted below:

Responsibilities for handling FOI requests are as follows:

- a. All staff branches are responsible for forwarding to Army Sec any FOI requests received directly from a requester within 24 hours of receipt.*
- b. Army Sec will assess if the request is for Army Sec, Army Personnel Centre, 38 (Irish) Brigade or another part of the Department.*
- c. All staff branches are to provide information requested by Army Sec to assist with the processing of an FOI request within the specified timeline.*
- d. All staff branches are to advise Army Sec on any sensitive information that may require redacting and providing reasons why it might be redacted.*
- e. Army Sec are responsible for redacting any sensitive information.*
- f. Army Sec is responsible for drafting and answering FOI responses:*

In some cases a FOI request may be received directly by Directorates or Units. In such cases, the request should be forwarded to the Army Secretariat (preferably by email to Army Sec-&Group (MULTIUSER)) within 24 hours of receipt as the 20 day time limit to respond commences as soon as the request is received, regardless of whether it is received in the correct branch or not.

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

Pers Leader B
Army Policy and Secretariat