



Definition document for the Armed Forces of the Crown (excluding any Special Forces)

This guidance gives examples of the kinds of information that we would expect the Armed Forces to provide in order to meet their commitments under the model publication scheme. We would expect the Armed Forces to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give a definitive list. The legal commitment is to the model publication scheme, and authorities should look to provide as much information as possible on a routine basis.

We do not expect any information to be published that would adversely affect national security, the operational needs and activities of the Armed Forces or would compromise the security of their personnel.

Who we are and what we do

Organisational information, structures, locations and contacts.

We would expect information in this class to be current information only.

- **The Armed Forces and their activities**

Information about the Royal Navy and Royal Marines, the Army and the Royal Air Force and their reserve forces; including, capability and equipment, the conduct of operations and training, and the strategic and political framework within which these are undertaken.

- **Personnel**

Information about serving and former personnel, both military and civilian, including numbers, terms and conditions of service, recruitment, pay, rewards, training, welfare and health.

- **Organisational structure**

Details of the division of the Armed Forces into operational units, for example

divisions, squadrons, groups and reserves, and their command structures.

- **Relationship with Allies, other countries, Parliament, Ministry of Defence and other Government departments**
- **Armed Forces agencies**
- **Location of establishments and contact details**

It assists to provide a named contact where this can be done.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

We would expect information in this class to be available at least for the current and previous two financial years.

- **Annual reports and accounts**
- **Procurement and contracts**
- **Investment plans**

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

We would expect information in this class to be available at least for the current and previous two years.

- **Information about management and planning, targets, incentives, performance and initiatives for promoting efficiency and good practice**
- **Continuous attitude surveys**
- **Military aircraft accident summary (MAAS) reports**
- **Board of Inquiry (BOI) Reports (Part 1) from 1st May 2007**

How we make decisions

Decision-making processes and records of decisions.

We would expect information in this class to be available at least for the current and previous two years.

- **Records of decisions**

In the context of military organisations most decision making processes will be covered by the organisational material published in the first class. We also recognize that many command decisions cannot be published. We would expect however that where decisions are made that affect the provision of services that are not operationally sensitive, for example the provision of welfare or educational services, they are made available to the public.

- **Public consultation documents**

- **Statistical information**

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

We would expect information in this class to be current information only.

- **Defence policy**

Information about the UK's defence policy and strategy

- **Legislation, rules and regulations for military and civilian personnel**
- **Policies and procedures about the recruitment and employment of personnel**
- **Equality and diversity strategies**
- **Tendering and procurement including policy and plans for the replacement or acquisition of equipment and services**
- **Health and Safety**
- **Training and development**
- **Defence and the environment (including low flying exercises)**
- **Welfare**
- **Complaints**

Complaints procedures will include those covering requests for information and operating the publication scheme.

- **Public access to Defence estates**
- **UFOs**
- **Policies and procedures for handling information requests.**
- **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

- **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

Lists and Registers

We would expect information in this class to be current information only.

- **Information held in registers required by statute**
- **Other lists and registers relating to the functions of the Armed Forces**

- **Assets**
- **Disclosure logs**

If the Armed Forces produce a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

The services we offer

Information about the services we provide including, leaflets, guidance and newsletters.

We would expect information in this class to be current information only.

Generally this is an extension of part of the first class of information. While the first class provides information on the Armed Forces' roles and responsibilities, this class includes details of the services they provide as a result of them. The starting point would normally be a list or lists of the services the Forces are responsible for, linked to details of these services.

- **Welfare services**
- **Chaplaincy**
- **Historical information and archive material**
- **Services for which the Armed Forces are entitled to recover a fee, together with those fees**
- **Research, science and technology**

Information about research conducted on behalf of MOD including equipment, medical and academic research work.

- **Ceremonies**
- **Education facilities for personnel and their children**
- **Genealogical information**
- **Museums**
- **Sales and export support**

Information about the sale of MOD land, equipment, services and information, and the support provided to British Industry.

- **Defence magazines**
- **Factsheets / booklets**
- **Public events (including aircraft display teams)**
- **Media releases**
- **Speeches**