



# Ministry of Defence

Ministry of Defence  
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United Kingdom

Ref: FOI2019/05413

Telephone: +44 (0)20 7218 9000

Ben Holland  
request-574850-  
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3 June 2019

Dear Mr Holland,

Thank you for your email of 11 April, requesting the following information:

*"Please can you provide me with a copy of the CCF Manual, JSP 313 including annexes and supplements?"*

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 all the information in scope of your request is held. However, the information you have requested falls under Section 14 (2) of the FOI act (repeated requests). The MOD has previously complied with a request for information, submitted by you on 11 April 2019 (ref: FOI2019/04643) asking for:

*"Please can you provide me with a copy of the CCF Manual, JSP 313 including annexes and supplements?"*

We are therefore not obliged to comply with a subsequent identical or substantially similar request unless a reasonable time interval has elapsed between compliance with the previous request and the making of the current request.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact us in the first instance at the address above. If informal resolution is not possible and you are still dissatisfied then you may apply for 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](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint 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. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

Defence People Secretariat