



defence

Department:

Defence

REPUBLIC OF SOUTH AFRICA

SECTION 14 MANUAL

PROMOTION OF ACCESS TO INFORMATION

PROMOTION OF ACCESS TO INFORMATION MANUAL FOR THE DEPARTMENT OF DEFENCE

1. The Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996), section 32, stipulates that (1) everyone has the right of access to (a) any information held by the State and (2) national legislation must be enacted to give effect to this right.
2. The Promotion of Access to Information Act, 2000 (Act No 2 of 2000), giving expression to this right, came into effect in March 2001. Subsequently two policies were promulgated in the Department of Defence; The Policy on the Implementation of the Promotion of Access to Information Act was promulgated in March 2001 and the Procedures for the Implementation of the Promotion of Access to Information Act of 2000 were promulgated in May 2002.
3. In terms of the Promotion of Access to Information Act and the Department of Defence Instructions the Secretary for Defence is the Information Officer and the Minister of Defence and Military Veterans the Relevant Authority for the Department of Defence. The Government Information Technology Officer is appointed as the Department of Defence Deputy Information Officer and is responsible to the Secretary for Defence to administer all requests for information in accordance with the Promotion of Access to Information Act. The Chiefs of Services and Divisions are appointed as Functional Deputy Information Officers and will assist the Government Information Technology Officer in acquiring the information requested in accordance with the Promotion of Access to Information Act.
4. A Promotion of Access to Information Advisory Committee has been established to advise the Information Officer on recommendations from the Functional Deputy Information Officers regarding requests for information and to assist the Information Officer and the Relevant Authority regarding internal appeals.
5. The Directorate Promotion of Access to Information has been established as the nodal point to administer all requests for information and related matters. The Directorate Promotion of Access to Information shall assist requesters with respect to prescripts regarding requests for information.
6. The aim of this manual is to enable any member of the public to view the description of the records in the possession of the Department of Defence and contains procedures on how to obtain this information/records whether automatically available or not.



(DR S.M. GULUBE)

SECRETARY FOR DEFENCE: DEPARTMENT OF DEFENCE INFORMATION OFFICER

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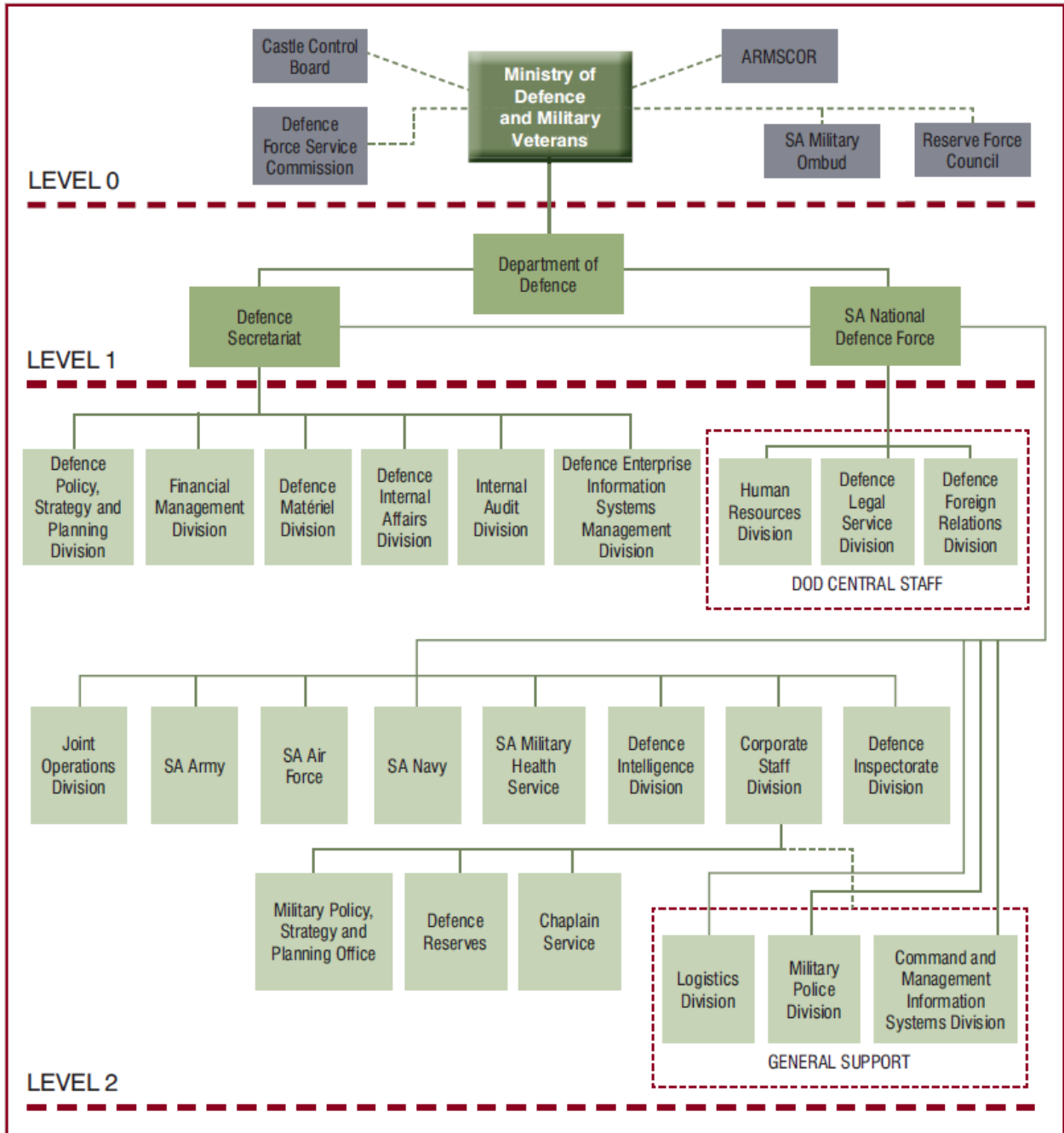
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PARTICULARS IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO 2 OF 2000)

THE FUNCTIONS AND STRUCTURE OF THE DEPARTMENT OF DEFENCE

1. Vision. The Department of Defence ensures, in accordance with the Constitution, effective defence for a democratic South Africa.
2. Mission. The Department of Defence provides, manages, prepares and employs defence capabilities commensurate with the needs of South Africa as regulated by the Constitution, national legislation, and parliamentary and executive direction. This will be provided through the proper management, provision, preparedness and employment of defence capabilities that are in line with the domestic and global needs of South Africa.
3. Defence Outcomes. Defence outcomes relate to the medium-term results that are the consequence of achieving specific departmental outputs. Outcomes are “what we wish to achieve”. The defence outcomes are as follows:
 - a. Republic of South Africa is defended and protected.
 - b. Enhanced civil control of defence.
4. Defence Outputs. The defence outputs relate to the Department of Defence’s final products, or goods and services produced for delivery. Outputs are defined as “what we produce or deliver”. The defence outputs are as follows:
 - a. Ordered defence commitments in accordance with government policy and strategy.
 - b. Provide mission ready defence capabilities.
 - c. Provide sound defence direction.
 - d. Ensure defence compliance with the regulatory framework.
5. The Macro Structure of the Department of Defence
 - a. The Minister of Defence and Military Veterans is the executive authority of the Department of Defence.
 - b. The Department of Defence consists of the Defence Secretariat and the South African National Defence Force. The Secretary for Defence is the Accounting Officer and the Head of the Department and the Chief of the South African National Defence Force is responsible for the command and control of the South African National Defence Force. The Secretary for Defence as well as the Chief of the South African National Defence Force has two separate reporting lines as outlined in the following schematic diagram.

DEPARTMENT OF DEFENCE MACRO ORGANISATIONAL DESIGN



As published in the Department of Defence Planning Instruments for 2015 to 2020 dated 11 March 2015 page 27.

CONTACT DETAILS

Defence Secretariat

Designation: Secretary for Defence
Head of Department
Accounting Officer
Information Officer

Postal Address: Private Bag X910, Pretoria, 0001

Telephone number: (012) 355 6220

Facsimile number: (012) 355 5729

E-mail address: secdef@dod.mil.za

Description of the functions: To provide departmental direction to the Department of Defence ensuring the effective, efficient and proper conduct of the defence activities in accordance with legislation and policy.

Defence Enterprise Information System Management Division

Designation: Department of Defence Deputy Information Officer

Postal Address: Private Bag X910, Pretoria, 0001

Telephone No: (012) 672 1586

Facsimile Number: (012) 672 2111

E-mail address: gito@dod.mil.za

Description of the functions: To provide direction and oversee the administration of the Promotion of Access to Information process in the Department of Defence in accordance with the Promotion of Access to Information Act (2 of 2000).

Directorate Promotion of Access to Information

Designation: Director Promotion of Access to Information

Postal Address: Private Bag X910, Pretoria, 0001

Telephone No: (012) 672 2972

Facsimile Number: (012) 672 2111

E-mail Address: paia@dod.mil.za

Description of the functions: To administer the Promotion of Access to Information process within the Department of Defence in accordance with the Promotion of Access to Information Act (2 of 2000).

Defence Policy Strategy and Planning Division

Designation: Chief of Defence Policy, Strategy and Planning
 Postal Address: Private Bag X159, Pretoria, 0001
 Telephone Number: (012) 355 6224
 Facsimile Number: (012) 355 5153
 Description of the functions: To advise on defence policy matter and to co-ordinate the departmental strategic direction process in accordance with national policy through defence policy, strategy and planning to enable the effective, efficient and proper conduct of defence activities as well as secretariat and administrative support to the National Conventional Arms Control Committee (NCACC).

Financial Management Division

Designation: Chief Financial Officer
 Postal Address: Private Bag X175, Pretoria, 0001
 Telephone number: (012) 355 6217
 Facsimile Number: (012) 355 5564
 Description of the functions: Assist the Secretary for Defence in carrying out his financial management responsibilities in areas ranging from budget preparation to financial reporting. To develop and maintain internal financial controls and procedures. To implement financial reforms as directed by the Secretary for Defence.

Defence Material Division

Designation: Chief of Defence Material
 Postal Address: Private Bag X910, Pretoria, 0001
 Telephone number: (012) 355 5136
 Facsimile Number: (012) 355 5154
 Description of the functions: To optimally direct and manage Defence Material Acquisition and Governance by means of appropriate recourses to deliver solutions effectively and transparently within the applicable regulatory frameworks.

Defence International Affairs

Designation: Chief of Defence International Affairs
 Postal Address: Private Bag X910, Pretoria, 0001
 Telephone number: (012) 355 6207
 Facsimile Number: (012) 355 5368
 Description of the functions: To formulate and provide policy and advice to the determination and conduct of the Defence foreign relations and the attendant Defence diplomatic engagement and to ensure that such a policy accords with the evolving and emerging policy of the country.

Internal Audit Division

Designation: Chief Audit Executive
 Postal Address: Private Bag X910, Pretoria, 0001
 Telephone number: (012) 355 6200
 Facsimile Number: (012) 355 5846
 Description of the functions: To provide internal audit services to the Department of Defence.

Defence Enterprise Information Systems Management Division

Designation: Government Information Technology Officer
 Postal Address: Private Bag X910, Pretoria, 0001
 Telephone Number: (012) 672 1586
 Facsimile Number: (012) 672 2111
 E-mail address: gito@dod.mil.za
 Description of the functions: To provide direction to all services and divisions with regard to Information and Communication Systems Governance, Risk and Compliance for the Department of Defence.

South African National Defence Force

Designation: Chief of the South African National Defence Force
 Postal Address: Private Bag X414, Pretoria, 0001
 Telephone number: (012) 355 6060
 Facsimile number: (012) 355 6023
 Description of the functions: To command the South African National Defence Force.

Joint Operations Division

Designation: Chief of Joint Operations
 Postal Address: Private Bag X1043, Thaba Tshwane, 0143.
 Telephone Number: (012) 674 5500
 Facsimile Number: (012) 674 5506
 Description of the functions: To provide and employ defence capabilities, including an operational capability to successfully conduct all operations, as well as joint, interdepartmental interagency and multinational military exercise.

South African Army

Designation: Chief of the South African Army
 Postal Address: Private Bag X981, Pretoria, 0001
 Telephone Number: (012) 355 1001
 Facsimile Number: (012) 355 2055
 Description of the functions: To provide prepared and supported landward defence capabilities for defence and South Africa.

South African Air Force

Designation: Chief of the South African Air Force
 Postal Address: Private Bag X199, Pretoria, 0001
 Telephone number: (012) 312 2630
 Facsimile Number: (012) 312 1422
 Description of the functions: To provide prepared and supported air defence capabilities for the defence and protection of South Africa.

South African Navy

Designation: Chief of the South African Navy
 Postal Address: Private Bag X104, Pretoria, 0001
 Telephone Number: (012) 339 4235
 Facsimile Number: (012) 339 4463
 Description of the functions: To provide prepared and supported maritime defence capabilities for the defence and protection of South Africa.

South African Military Health Service

Designation: Surgeon General
 Postal Address: Private Bag X102, Centurion, 0046
 Telephone Number: (012) 367 9001
 Facsimile Number: (012) 367 9002
 Description of the functions: To provide prepared and supported health capabilities and services for the defence and protection of South Africa.

Defence Intelligence Division

Designation: Chief of Defence Intelligence
 Postal Address: Private Bag X367, Pretoria, 0001
 Telephone Number: (012) 315 0453
 Facsimile Address: (012) 315 0105
 Description of the functions: To provide defence intelligence and counter intelligence capability by establishing, training and maintaining prepared military intelligence service, auxiliary service and facilities.

Corporate Staff Division

Designation: Chief of Corporate Staff
 Postal Address: Private Bag X159, Pretoria, 0001
 Telephone Number: (012) 355 6040
 Facsimile Number: (012) 355 6043
 Description of the functions: To advise on military policy matters and to co-ordinate the military strategic direction process. This process includes developing policy, formulating strategies and plans, monitoring the excursions of plans and the reporting thereof.

Defence Inspectorate Division

Designation: Inspector General
 Postal Address: Private Bag X 671, Pretoria, 0001
 Telephone Number: (012) 312 4930
 Facsimile Number: (012) 312 4708
 Description of the functions: To ensure the validity and veracity of the management of the Services and Divisions of the Department of Defence.

Logistics Division

Designation: Chief of Logistics
 Postal Address: Private Bag X319, Pretoria, 0001
 Telephone Number: (012) 671 0293
 Facsimile Number: (012) 671 0576
 Description of the functions: To provide an integrated, joint logistics support system to the Department of Defence services, divisions and customers.

Military Police Division

Designation: Provost Marshall General
 Postal Address: Private Bag X161, Pretoria, 0001
 Telephone Number: (012) 686 4000
 Facsimile Number: (012) 686 4040
 Description of the functions: To provide military policing capabilities and services to the Department of Defence, services and divisions as determined by the Chief of the National Defence Force.

Command and Management Information Systems Division

Designation: Chief of Command and Management Information Division
 Postal Address: Private Bag X161, Pretoria, 0001
 Telephone Number: (012) 355 5100
 Facsimile Number: (012) 355 5113
 Description of the functions: To provide a Command and Management Information Systems and related service to the Department of Defence.

Military Policy Strategy and Planning

Designation: Chief of Military Policy, Strategy and Planning
 Postal Address: Private Bag X159, Pretoria, 0001
 Telephone Number: (012) 355 5084
 Facsimile Number: (012) 355 6043
 Description of the functions: To advise on military policy matters and to co-ordinate the military strategic direction process. This process includes developing policy, formulating strategies and plans, monitoring the excursions of plans and the reporting thereof.

Defence Reserves

Designation: Chief of Defence Reserves
 Postal Address: Private Bag X161, Pretoria, 0001
 Telephone Number: (012) 355 6301
 Facsimile Number: (012) 355 5882
 Description of the functions: To direct the development and maintenance of the Reserves system, to provide specialist advise on Reserve matters and to promote/market the Reserves and the volunteer Reserve system.

Chaplains Service

Designation: Chaplain General
 Postal Address: Private Bag X479, Pretoria, 0001
 Telephone Number: (012) 991 1684
 Facsimile Number: (012) 991 1594
 Description of the functions: To provide a chaplains service that cares for all Department of Defence members and their dependents and promotes spiritual growth, social support and ethical conduct.

Department of Defence Central Staff

Human Resource Division

Designation: Chief Human Resource
 Postal Address: Private Bag X159, Pretoria, 0001
 Telephone Number: (012) 355 6047
 Facsimile Number: (012) 355 6049
 Description of the functions: To provide full human resource support services to the Department of Defence.

Defence Legal Services Division

Designation: Adjutant General
 Postal Address: Private Bag X159, Pretoria, 0001
 Telephone Number: (012) 355 5362
 Facsimile Number: (012) 355 6239
 Description of the functions: To provide professional, legitimate and deployable Defence legal services and support commensurate with the needs of the Department of Defence.

Defence Foreign Relations Division

Designation: Chief of Defence Foreign Relations
 Postal Address: Private Bag X367, Pretoria, 0001
 Telephone Number: (012) 312 4921
 Facsimile Number: (012) 312 4701
 Description of the functions: To provide a Minister of Defence, Department of Defence and Military Veterans foreign relations capacity and service.

THE PROMOTION OF ACCESS TO INFORMATION ACT GUIDE

6. Section 10 of Promotion of Access to Information Act requires the Human Rights Commission to compile and publish an easy to understand guide to assist in accessing records and documents and exercising one's right to information. The guide is sometimes referred to as the 'Section 10 Guide'.

7. It provides the requester with all the information the requester needs to access any records. It also lists the contact details of government departments and institutions that keep records for the state, as well as the contact details of various private companies. The Commission is also required to update this guide at least once every two years.

WHERE TO FIND THE PROMOTION OF ACCESS TO INFORMATION ACT GUIDE

8. This guide is available in all the official languages of South Africa: English, Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, isiSwati, Tshivenda and Xitsonga.

9. Copies of the guide can be found at all the Human Rights Commission's provincial offices. In addition, electronic copies are available on the Commission's website (www.sahrc.org.za) and on the websites of the Open Democracy Advice Centre (www.opendemocracy.org.za) and the South African History Archives (www.saha.org.za).

10. The contact details of the Human Rights Commission's provincial offices are:

- a. Head Office
Johannesburg
Tel 011 877 3600
Fax 011 403 0625
- b. Eastern Cape
Port Elizabeth
Tel 043 722 7828
Fax 043 722 7830
- c. Free State
Bloemfontein
Tel 052 447 1130
Fax 051 447 1128
- d. KwaZulu-Natal
Durban
Tel 031 304 7323
Fax 031 304 7323
- e. Limpopo
Polokwane
Tel 015 291 3500
051 291 3505

- f. Mpumalanga
Nelspruit
Tel 013 752 8292
Fax 013 752 6890

- g. Northern Cape
Upington
Tel 054 332 3993
Fax 054 332 7750

- h. North West
Rustenburg
014 592 0694
014 594 1089

- i. Western Cape
Cape Town
Tel 021 426 2277
Fax 021 426 2875

HOW TO GAIN ACCESS TO DEPARTMENT OF DEFENCE INFORMATION IN ACCORDANCE WITH THE PROMOTION OF ACCESS TO INFORMATION ACT

11. Request process. The requester is to follow the following process to request Department of Defence related information in accordance with the Promotion of Access to Information Act (Act No 2 of 2000):

- a. A requester must use the Form A that has been printed in the Government Gazette (Govt. Notice R187 - 15 February 2002) (see Appendix A for copy of the Form A). In terms of section 18 Form A has to be fully completed, dated, signed and submitted to the Directorate Promotion of Access to Information.
 - i. Postal Address: Private Bag X910, Pretoria, 0001.
 - ii. Telephone No: (012) 672 1528.
 - iii. Facsimile Number: (012) 672 2111.
 - iv. E-mail Address: paia@dod.mil.za
- b. In terms of section 18 (2) (a) (ii) a certified copy of the requester's identity document or passport is to be attached to Form A.
- c. If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated, written permission giving the requester permission to request the information on his/her behalf and a copy of the member on whose behalf the request is being made is to be attached to Form A.
- d. If requesting information of a deceased member's information and/or records the following must be complied with:
 - i. In terms of section 34 (2) (e) the requester is to submit proof of being the deceased individual's next of kin or submit a letter of consent from the deceased individual's next of kin indicating that you are requesting the information and/or records.
 - ii. In terms of section 18 (2) (a) (i) a death certificate or certified copy of the deceased identity document is to be submitted.
- e. The requester is to provide full particulars of the record to which access is requested, including the reference number if that is known, to enable the record to be located. If the space provided is inadequate, the requester is to continue on a separate folio and attach it to Form A. The requester must sign all the additional folios attached.
- f. Proof of the payment of the Request fee being R 35.00 in terms of section 22 (1) has to accompany the request to gain access to records the Department of Defence. The Request fee may be deposited into the Department of Defence's bank account at the relevant commercial bank of choice or an electronic transfer can be made into the Department of Defence's bank account. If requesting access to the requester's personal information and/or records the request fee is not applicable. The Department of Defence's bank account details are:

Bank:	ABSA
Type of account:	1 Current/Cheque (Deposit)
Branch:	Bosman Street, Pretoria
Branch Code:	632005
Beneficiary (Name of account holder):	RSA Department of Defence
Beneficiary Account number:	10 4428 0074
Deposit reference:	30001212/Request fee
Payment Code:	30001212
Telephone number:	(012) 328 3143

- g. If a requester is unable to read or write, or has a disability, then he/she can make the request for the record orally. The Department of Defence, Directorate Promotion of Access to Information, must then fill in the form on behalf of such a requester and give him/her a copy.
- h. The requester must indicate if the request is for a copy of the record or if the requester wants to inspect the record at the Department of Defence Documentation Centre. Alternatively if the record is not in paper medium it can be viewed in the requested form, where possible.
- i. If, in addition to a written reply to the request for the record, the requester wants to be informed about the decision in any other way, e.g. telephone, this must be indicated.
- j. It is to be noted that when a request for information is approved for release in terms of the Promotion of Access to Information Act there could be costs for the following items:
- i. To search and prepare the record for disclosure an amount of R15.00 for each hour or part thereof (excluding the first hour) will be charged.
 - ii. It is to be noted that the Department of Defence Archives will not disassemble files to make copies in terms of section 29 (3):

“If a requester has requested access in a particular form, access must, subject to section 28, be given to that form, unless to do so would -

interfere unreasonably with the effective administration of the public body concerned;

be detrimental to the preservation of the record.”
 - iii. The costs related to making photocopies of all other documents at a cost of 60c per A4-size page.
 - iv. The costs related to making printed copies of documents at a cost of 40c per A4-size page.
 - v. The costs related to information held on a computer or in electronic or machine readable form for a copy in a computer readable form on:
 - (1) Stiffy disk at R 5.00 per disk.

- (2) Compact disk at R 40.00 per disk.
- vi. The costs related for the transcription of visual images at a cost of R 22.00 per A4-size page or part thereof.
- vii. The costs related for a copy of visual images at a cost of R 60.00.
- viii. The costs related for the transcription of an audio record at a cost of R 12.00 per A4-size page or part thereof.
- ix. The costs related for a copy of an audio record at a cost of R 17.00.
- x. The information and/or records requested will only be released once the above costs have been paid to the department and proof of payment has been submitted to the Directorate Promotion of Access to Information.

12. Internal appeal procedures. The Department of Defence has an internal appeal procedure as stipulated in Sections 74 and 75 of the Act. This would apply to any situation in which the requester/third party wishes to appeal a decision made by the Information Officer with respect to;

- a. fees payable;
- b. the extension of a period;
- c. the form of access; and
- d. the refusal of a request to access of a record.

13. When the requester/third party lodges an internal appeal, the prescribed appeal Form B, attached as Appendix B, has to be completed and lodged with the Department of Defence, Directorate Promotion of Access to Information. (Govt. Notice R187 - 15 February 2002) The Department of Defence, Directorate Promotion of Access to Information, will forward the internal appeal and accompanying documentation to the Secretary for Defence, Information Officer, who in turn will forward it to the Minister of Defence and Military Veterans, Relevant Authority, for a decision.

14. The Department of Defence, Directorate Promotion of Access to Information, will inform the requester/third party of the outcome of the internal appeal. A requester/third party who is dissatisfied with the outcome of the internal appeal may, within 37 days, submit an application to court for final decision. If no such application is filed within that period, the Minister of Defence and Military Veterans' decision will be adhered to. If an application is filed at a court, the outcome of the court case will have to be awaited.

ACCESS TO RECORDS HELD BY THE DEPARTMENT OF DEFENCE

15. Categories of records automatically available. A notice in terms of section 15 (2) of the Act describes the categories of records of the public bodies that are available without a person having to request access in terms of the Act. These records can be accessed at the Department of Defence Archives (see Department of Defence Archives contact details on page 26).

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p><u>DOD publications:</u></p> <ul style="list-style-type: none"> i. The Defence Act, 1957 (Act No 44 of 1957) as amended. ii. White Paper on Defence (1996). iii. Defence Review (2014). iv. Department of Defence Instructions/Policies. v. Department of Defence Annual Reports. vi. Department of Defence Strategic Plan. vii. Department of Defence Information Bulletins. <p><u>Corporate Communications Publications:</u></p> <ul style="list-style-type: none"> i. Ad Astra 1980 – 1996. ii. Kommando 1949 – 1970. iii. Militaria 1969 – 1996. iv. Scientia Militaria 1997 – 2000. v. Nongqai 1913 – 1959. vi. Nyala 1971 – 1994. vii. Paratus 1970 – 1994. viii. Salut 1994 – 2000. ix. SA Defence Force Review 1985 – 1991. x. SA Soldier 2001 – 2015. <p><u>Records relating to South African Defence Force and South African National Defence Force Operations</u></p> <p>AGREE DI/SDCI/DCIC/R/514/2/4 dated 12 October 2011 DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ALET/SOUTHGO-TONGA DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>ALTAR DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>ALWYN DI/R/514/2/7 dated 16 May 2006</p> <p>ASKARI DI/R/514/2/7 dated 27 October 2005 DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008 DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/SDCI/DCIC/R/514/2/7 dated January 2012</p> <p>ASTRIX DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>BARGAIN DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>BARUTA DI/SDCI/DCIC/R/514/2/7 dated 30 May 2014</p> <p>BEERPUT DI/R/514/2/7 dated 16 May 2006</p> <p>BLOUWILDEBEEES DI/R/202/3/7 dated 21 November 2001</p> <p>BOLSON DI/R/514/2/7 dated 16 May 2006</p> <p>BOLSTER DI/SDCI/DCIC/R/514/2/7 dated April 2015</p>	<p>These records and photographs may be inspected at the Department of Defence Archives.</p>

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p>BOMBAY DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>BOOTLACE DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>BORAX DI/R/514/2/7 dated 16 May 2006 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>BOWLER DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>BRUILOF DI/R/514/2/1/1 dated 11 October 2000</p> <p>BUDGIE DI/R/514/2/7 dated 16 May 2006; DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011 DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012 DI/SDCI/DCIC/R/514/2/7 dated 18 June 2012 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>CANNABIS DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>CARROT DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>CASTILLO DI/R/514/2/7 dated 16 May 2006</p> <p>CINEMA DI/R/514/2/7 dated 16 May 2006 DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>COLOSSEUM DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>COLOSSUS DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>COMBAT DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>COTTON DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>CUCUMBER DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>CUPID DI/R/514/2/7 dated 16 May 2006 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>DAISY DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>DINGO DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012</p> <p>DISA/KASALA DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>DOEMPA DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>DOLFYN DI/R/514/2/7 dated 16 May 2006</p> <p>DRAMA DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>DUIKER DI/R/202/3/7 dated 21 November 2001</p> <p>ENDURE DI/SDCO/DCIC/R/514/2/7 dated January 2010</p>	

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p>EXCITE DI/R/514/2/7 dated 16 May 2006 DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>FIREWOOD DI/DCI/DCIM/R/202/3/7 dated 18 February 2008 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>FISANT DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>FLAMINGO DI/R/514/2/7 dated 27 October 2005</p> <p>FLEMISH DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>FOCUS DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012 DI/SDCI/DCIC/R/514/2/7 dated 13 May 2013</p> <p>GLAZIER DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>GOMMA DI/R/514/2/7 dated 16 May 2006</p> <p>HANSAK DI/R/514/2/7 dated 16 May 2006</p> <p>HILTI DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>HOENDER DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>HURRICANE DI/SDCI/DCIC/R/202/3/7 dated 28 July 2008</p> <p>JAVELIN DI/R/514/2/7 dated 16 May 2006</p> <p>JERRY DI/R/514/2/7 dated 16 May 2006</p> <p>JULIET DI/SDCI/DCIC/R/514/2/4 dated 31 January 2011</p> <p>KAKEBEEN DI/R/514/2/7 dated 16 May 2006</p> <p>KANEEL DI/R/514/2/7 dated 16 May 2006</p> <p>KATZEN DI/SDCI/DCIC/R/514/2/4 dated 12 October 2011</p> <p>KONTAK DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>KROPDUIF DI/R/514/2/7 dated 16 May 2006</p> <p>LARK DI/DCI/DCIC/R/514/2/7 dated 31 January 2011 DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>LILAC DI/R/514/2/7 dated 16 May 2006 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>LINGER DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>MAGNETO DI/R/514/2/7 dated 16 May 2006</p> <p>MAGNETO (EGRET II) DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p>	

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p>MAKRO DI/R/514/2/7 dated 16 May 2006</p> <p>MARKOTTER DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>MEEBOS DI/R/514/2/7 dated 16 May 2006</p> <p>MERLYN DI/R/514/2/7 dated 25 August 2003 DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>MILA - PIKI DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>MODULAR DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>MOTIVE DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>NIGEL DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>OORTREK DI/R/514/2/7 dated 16 May 2006</p> <p>OPEET DI/R/514/2/7 dated 16 May 2006</p> <p>OPSAAL DI/R/514/2/7 dated 16 May 2006</p> <p>OTTER DI/R/202/3/7 dated 21 November 2001</p> <p>OUTLINE DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>PACT DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>PAROOL DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>PEBBLE DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>PRONE DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>PROTEA DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>REINDEER DI/R/202/3/7 dated 11 March 2002; DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>REKSTOK DI/SDCI/DCIM/R/514/2/7 dated 28 July 2008 DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>RIEMPIES DI/R/514/2/7 dated 16 May 2006</p> <p>RUGGRAAT DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>SAFRAAN DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p>	

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p>SAVANNAH DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008 DI/SDCI/DCIC/514/2/7 dated 03 June 2011 DI/SDCI/DCIC/R/514/2/7 dated 03 October 2011</p> <p>SCAPULA DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>SCEPTIC DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008 DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012 DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012</p> <p>SCLERA DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>SECUNDUS DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>SEDUKU DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>SEILJAG DI/R/514/2/7 dated 16 May 2006 DI/DCI/DCIC/R/514/2/7 dated 31 January 2011 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>SEVTA DI/R/514/2/7 dated 27 October 2005</p> <p>SHOVEL DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>SHUTTER DI/SDCI/DCIC/R/514/2/7 dated 10 April 2013</p> <p>SNOEK DI/R/514/2/7 dated 16 May 2006</p> <p>SPEEDO DI/R/514/2/7 dated 16 May 2006</p> <p>STOMATI DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>SUPER DI/R/514/2/7 dated 07 November 2005</p> <p>SWIVEL DI/R/202/3/7 dated 21 November 2001</p> <p>TOMBSTONE DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012 DI/SDCI/DCIC/R/514/2/7 dated 18 June 2012</p> <p>TRAMPOLIEN DEF INT/C/202/3 dated 05 May 1999</p> <p>VIRIATO DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>VLAKVARK DI/R/514/2/7 dated 16 May 2006</p> <p>WALLPAPER DI/R/514/2/7 dated 16 May 2006</p> <p>WENDY DI/R/514/2/7 dated 16 May 2006</p> <p>YAHOO DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>ZAIRE DI/SDCI/DCIC/R/514/2/7 dated April 2015</p>	

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS						
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):							
<p>ZAIRE-GALLERY DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ZAIRE-GALLERY-IVORY DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ZAIRE-PUTHON DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ZAIRE-TADPOLE DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ZEPELIN DI/R/514/2/7 dated 16 May 2006</p> <p><u>Records in the Department of Defence Archives relating to Operations created up to and including 31 Dec 1969.</u></p> <p>Korean War 1950 - 1953 1st World War 1914 - 1915 2nd World War 1939 - 1945 Establishment of the Union Defence Force 1912 Correspondence classified Restricted created up to and including 31 Dec 1975 held in the DOD Archives.</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="172 920 802 1048">DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</th> <th data-bbox="802 920 1465 1048">MANNER OF ACCESS TO RECORDS</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="172 1048 1465 1093" style="text-align: center;">FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</td> </tr> <tr> <td data-bbox="172 1093 802 1137">Not Applicable.</td> <td data-bbox="802 1093 1465 1137"></td> </tr> </tbody> </table>		DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS	FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):		Not Applicable.	
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS						
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):							
Not Applicable.							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="172 1176 802 1303">DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</th> <th data-bbox="802 1176 1465 1303">MANNER OF ACCESS TO RECORDS</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="172 1303 1465 1348" style="text-align: center;">FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</td> </tr> <tr> <td data-bbox="172 1348 802 2051"> <p><u>DOD publications:</u></p> <ol style="list-style-type: none"> i. The Defence Act, 1957 (Act No 44 of 1957) as amended. ii. White Paper on Defence (1996). iii. Defence Review (2014). iv. Department of Defence Instructions/Policies. v. Department of Defence Annual Reports. vi. Department of Defence Strategic Plan. vii. Department of Defence Information Bulletins. <p><u>Corporate Communications Publications:</u></p> <ol style="list-style-type: none"> i. Ad Astra 1980 – 1996. ii. Kommando 1949 – 1970. iii. Militaria 1969 – 1996. iv. Scientia Militaria 1997 – 2000. v. Nongqai 1913 – 1959. vi. Nyala 1971 – 1994. vii. Paratus 1970 – 1994. viii. Salut 1994 – 2000. ix. SA Defence Force Review 1985 – 1991. x. SA Soldier 2001 – 2015. <p><u>Records relating to South African Defence Force and South African National Defence Force Operations</u></p> <p>AGREE DI/SDCI/DCIC/R/514/2/4 dated 12 October 2011 DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> </td> <td data-bbox="802 1348 1465 2051"> <p>All records that can be copied or reproduced will be in accordance with cost implications as stipulated in paragraph 11.j of this manual.</p> <p>In order to preserve fragile paper based documents, researchers may use a digital camera or handheld scanner to reproduce the documents. There is no cost to the researcher. <i>(The Department of Defence Archives staff will indicate which documents are considered as fragile).</i></p> <p>Digital copies of the photographs in the Department of Defence Archives collection are available to researchers at R 5.00 per image.</p> </td> </tr> </tbody> </table>		DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS	FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)		<p><u>DOD publications:</u></p> <ol style="list-style-type: none"> i. The Defence Act, 1957 (Act No 44 of 1957) as amended. ii. White Paper on Defence (1996). iii. Defence Review (2014). iv. Department of Defence Instructions/Policies. v. Department of Defence Annual Reports. vi. Department of Defence Strategic Plan. vii. Department of Defence Information Bulletins. <p><u>Corporate Communications Publications:</u></p> <ol style="list-style-type: none"> i. Ad Astra 1980 – 1996. ii. Kommando 1949 – 1970. iii. Militaria 1969 – 1996. iv. Scientia Militaria 1997 – 2000. v. Nongqai 1913 – 1959. vi. Nyala 1971 – 1994. vii. Paratus 1970 – 1994. viii. Salut 1994 – 2000. ix. SA Defence Force Review 1985 – 1991. x. SA Soldier 2001 – 2015. <p><u>Records relating to South African Defence Force and South African National Defence Force Operations</u></p> <p>AGREE DI/SDCI/DCIC/R/514/2/4 dated 12 October 2011 DI/SDCI/DCIC/R/514/2/7 dated April 2015</p>	<p>All records that can be copied or reproduced will be in accordance with cost implications as stipulated in paragraph 11.j of this manual.</p> <p>In order to preserve fragile paper based documents, researchers may use a digital camera or handheld scanner to reproduce the documents. There is no cost to the researcher. <i>(The Department of Defence Archives staff will indicate which documents are considered as fragile).</i></p> <p>Digital copies of the photographs in the Department of Defence Archives collection are available to researchers at R 5.00 per image.</p>
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FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>ALET/SOUTHGO-TONGA DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>ALTAR DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>ALWYN DI/R/514/2/7 dated 16 May 2006</p> <p>ASKARI DI/R/514/2/7 dated 27 October 2005 DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008 DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/SDCI/DCIC/R/514/2/7 dated January 2012</p> <p>ASTRIX DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>BARGAIN DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>BARUTA DI/SDCI/DCIC/R/514/2/7 dated 30 May 2014</p> <p>BEERPUT DI/R/514/2/7 dated 16 May 2006</p> <p>BLOUWILDEBEEES DI/R/202/3/7 dated 21 November 2001</p> <p>BOLSON DI/R/514/2/7 dated 16 May 2006</p> <p>BOLSTER DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>BOMBAY DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>BOOTLACE DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>BORAX DI/R/514/2/7 dated 16 May 2006 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>BOWLER DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>BRUILOF DI/R/514/2/1/1 dated 11 October 2000</p> <p>BUDGIE DI/R/514/2/7 dated 16 May 2006 DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011 DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012 DI/SDCI/DCIC/R/514/2/7 dated 18 June 2012 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>CANNABIS DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>CARROT DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>CASTILLO DI/R/514/2/7 dated 16 May 2006 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>CINEMA DI/R/514/2/7 dated 16 May 2006 DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>COLOSSEUM DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>COLOSSUS DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p>	

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<p>COMBAT DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>COTTON DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>CUCUMBER DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>CUPID DI/R/514/2/7 dated 16 May 2006 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>DAISY DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>DINGO DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012</p> <p>DISA/KASALA DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>DOEMPA DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>DOLFYN DI/R/514/2/7 dated 16 May 2006</p> <p>DRAMA DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>DUIKER DI/R/202/3/7 dated 21 November 2001</p> <p>ENDURE DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>EXCITE DI/R/514/2/7 dated 16 May 2006 DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>FIREWOOD DI/DCI/DCIM/R/202/3/7 dated 18 February 2008 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>FISANT DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>FLAMINGO DI/R/514/2/7 dated 27 October 2005</p> <p>FLEMISH DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>FOCUS DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012 DI/SDCI/DCIC/R/514/2/7 dated 13 May 2013</p> <p>GLAZIER DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>GOMMA DI/R/514/2/7 dated 16 May 2006</p> <p>HANSAK DI/R/514/2/7 dated 16 May 2006</p> <p>HILTI DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>HOENDER DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>HURRICANE DI/SDCI/DCIO/R/202/3/7 dated 28 July 2008</p> <p>JAVELIN DI/R/514/2/7 dated 16 May 2006</p>	

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DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>PACT DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>PAROOL DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>PEBBLE DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>PRONE DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>PROTEA DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/DCI/DCIC/R/514/2/7 dated 31 January 2011</p> <p>REINDEER DI/R/202/3/7 dated 11 March 2002 DI/SDCO/DCIC/R/514/2/7 dated January 2010</p> <p>REKSTOK DI/SDCI/DCIM/R/514/2/7 dated 28 July 2008 DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>RIEMPIES DI/R/514/2/7 dated 16 May 2006</p> <p>RUGGRAAT DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012</p> <p>SAFRAAN DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>SAVANNAH DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008 DI/SDCI/DCIC/R/514/2/7 dated 03 June 2011 DI/SDCI/DCIC/R/514/2/7 dated 03 October 2011</p> <p>SCAPULA DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011</p> <p>SCEPTIC DI/SDCI/DCIM/R/514/2/7 dated 27 June 2008 DI/SDCO/DCIC/R/514/2/7 dated January 2010 DI/SDCI/DCIC/R/514/2/7 dated 31 January 2012 DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012</p> <p>SCLERA DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>SECUNDUS DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>SEDUKU DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>SEILJAG DI/R/514/2/7 dated 16 May 2006 DI/DCI/DCIC/R/514/2/7 dated 31 January 2011 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>SEVTA DI/R/514/2/7 dated 27 October 2005</p> <p>SHOVEL DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>SHUTTER DI/SDCI/DCIC/R/514/2/7 dated 10 April 2013</p> <p>SNOEK DI/R/514/2/7 dated 16 May 2006</p>	

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>SPEEDO DI/R/514/2/7 dated 16 May 2006</p> <p>STOMATI DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>SUPER DI/R/514/2/7 dated 07 November 2005</p> <p>SWIVEL DI/R/202/3/7 dated 21 November 2001</p> <p>TOMBSTONE DI/SDCI/DCIC/R/514/2/7 dated 23 April 2012 DI/SDCI/DCIC/R/514/2/7 dated 18 June 2012</p> <p>TRAMPOLIEN DEF INT/C/202/3 dated 05 May 1999</p> <p>VIRIATO DI/SDCI/DCIC/R/514/2/4 dated 26 September 2011</p> <p>VLAKVARK DI/R/514/2/7 dated 16 May 2006</p> <p>WALLPAPER DI/R/514/2/7 dated 16 May 2006</p> <p>WENDY DI/R/514/2/7 dated 16 May 2006</p> <p>YAHOO DI/SDCI/DCIC/R/514/2/4 dated 15 April 2011 DI/SDCI/DCIC/R/514/2/7 dated 15 August 2012</p> <p>ZAIRE DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ZAIRE-GALLERY DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ZAIRE-GALLERY-IVORY DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ZAIRE-PUTHON DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ZAIRE-TADPOLE DI/SDCI/DCIC/R/514/2/7 dated April 2015</p> <p>ZEPELIN DI/R/514/2/7 dated 16 May 2006</p> <p><u>Records in the Department of Defence Archives relating to Operations created up to and including 31 Dec 1969.</u></p> <p>Korean War 1950 - 1953 1st World War 1914 - 1915 2nd World War 1939 - 1945 Establishment of the Union Defence Force 1912 Correspondence classified Restricted created up to and including 31 Dec 1975 held in the DOD Archives.</p>	

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<u>DOD publications:</u> i. The Defence Act, 1957 (Act No 44 of 1957) as amended. ii. White Paper on Defence (1996). iii. Defence Review (2014). iv. Department of Defence Annual Reports. v. Department of Defence Strategic Plan. vi. Department of Defence Information Bulletins. Corporate Communications Publications: SA Soldier 2001 – 2015.	The publications can be accessed and downloaded from the Department of Defence's official website. www.dod.mil.za

16. Search facilities

- a. All records are to be consulted in the reading rooms of the Department of Defence Archives and under conditions, which ensure their preservation. The Department of Defence archival records are made available in compliance with legislative prescripts, including The Promotion of Access to Information Act, 2000 (Act No 2 of 2000), The Protection of Information Act, 1982 (Act No 84 of 1982) and The National Archives and Records Service of South Africa Act, 1996 (Act No 43 of 1996) as amended.
- b. The finding aids available to locate information or a record in the Department of Defence Archives comprise of archival group lists in paper medium. The description of each list corresponds with the relevant archival group, e.g. Command-General group 5. The lists, which number just over 2000, contain a file reference number, description and terminal dates for each file in a particular group. The lists are consulted in order to locate a particular record.

17. Access and fees. The archival records are available for inspection at the Department of Defence Archives and (if the condition of the original documents allows it) photocopies will be made and may be purchased at the prescribed fee of 60c per A4.

18. Department of Defence Archives contact details

Designation: Department of Defence
Postal Address: Department of Defence Archives
Private Bag X289
Pretoria
0001
Telephone No: (012) 339 4600
Fax No: (012) 339 4631
E-mail Address: sandfdoc@mweb.co.za

19. Services available from the Department of Defence Archives and how to gain access to these services:

- a. Compiling and providing service records and letters of service for the use of the Department of Defence members in service or their next-of-kin.
- b. Providing copies of documents from personnel records, such as course reports, military driver's licences, wills, etc for the Department of Defence members in service.
- c. Issuing South African war medals. Members who qualify or their next-of-kin, may apply for medals for World War I, World War II and the Korean War. First issues are free of charge whilst re-issues are done against payment.
- d. Although the services are rendered free of charge the prescribed reproduction fees apply as stipulated in paragraph 11.j.
- e. To gain access to the services the Department of Defence Archives, requests can be contacted at the contact details reflected above.

CATEGORIES OF RECORDS

20. Index to the Department of Defence Filing System

Ser No	File Reference	Description
	a	b
1	100	PERSONNEL. (the series of records consists of references, which cover the full spectrum of human resource management in the Department of Defence. This includes recruitment, appointment and employment, education, training and development; career planning, remuneration and performance assessment; South African National Defence Force ranks and rank structures, equal opportunities and affirmative action matters; discipline, military justice and labour relations; termination of service, discharge and pension matters).
2	101	Manpower Planning
3	102	Manpower Provisioning
4	103	Personnel Development
5	104	Maintenance of Personnel
6	105	Utilisation of Personnel
7	106	Control of Personnel
8	107	Disposition of Personnel
9	200	INTELLIGENCE. (the series of records pertain to military intelligence. This includes all military intelligence policies, security of persons, information and facilities; the collection of information through various means; intelligence appreciations, forecasts of threats, intelligence reports and interdepartmental intelligence affairs).
10	201	Country Intelligence
11	202	Security
12	203	Collection of Intelligence
13	204	Arrangement of Intelligence
14	205	Distribution of Intelligence
15	206	Foreign Representation in SA
16	207	Intelligence Returns and Reports
17	208	Interdepartmental Intelligence Affairs
18	300	OPERATIONS. (the series refers to the records on military operations. It covers a wide array of topics including strategic planning and appreciations; order of battle, mobilisation and demobilisation, conventional and unconventional warfare as well as specific operations; air and maritime defence; search and rescue operations and training exercises; assistance to and co-operation with other institutions and countries).
19	301	Appreciations
20	302	Force Level Planning and Force Development
21	303	Strategic Studies
22	304	Planning: Contingency, Mobilisation and Demobilisation
23	305	Operational Doctrines and Operational Preparedness and Effectiveness
24	306	Operational Planning
25	307	Role and Implementation of the SA National Defence Force
26	308	Training Exercises Demonstrations Camps and Bivouacs
27	309	Specific Operations
28	310	Special Operations
29	311	Assistance and Co-operations
30	312	Civil Defence
31	313	Air Defence
32	314	Air Support
33	315	Maritime Defence
34	316	Search and Rescue Services
35	317	Electronic Warfare
36	318	Telecommunications
37	319	Navigation
38	320	Naval Activities
39	321	Resolution of International Organisation
40	322	Survey and Mapping
41	323	Operational Photography
42	324	Operational Movements
43	325	Vacant (Closed)
44	326	Violations
45	327	Borders
46	328	Communication Operations
47	329	National Key Points
48	330	Subversion
49	331	Treaties

Ser No	File Reference	Description
	a	b
50	400	LOGISTICS. (the series of records include all matters related to the logistics of the DOD. In this widest sense it entails the aspects of military operations dealing with research, design and development, acquisition, storage, distribution, maintenance, evacuation and disposal of material; acquisition or erection, maintenance, operation and disposal of facilities; as well as acquisition or provision of services).
51	401	Logistics Services
52	402	Logistical Management
53	403	Acquisition of Equipment and Supplies
54	404	Maintenance
55	405	Administration of Commodities
56	406	Control of Stores
57	407	Logistic Doctrines
58	408	System Management
59	500	DEPARTMENTAL MANAGEMENT. (the series is a comprehensive series encompassing all departmental management aspects. These include command and control; organisational control including the establishment/disestablishment of force structure elements; the DOD budget and auditing; ceremonial and heritage matters; records management and information, communication and technology systems of the DOD).
60	501	Command and Control
61	502	Organisational Control
62	503	Organisation and Work Study
63	504	Defence Budget
64	505	Defence Income and Expenditure
65	506	Auditing
66	507	Institutions and Funds
67	508	Parliamentary Enquiries
68	509	Ministerial Enquiries
69	510	Enquiries to C SANDF, Chiefs of Combat Services, Staff Divisions and Support Services
70	511	Public Relations, Media and Public Liaison, Communication
71	512	Ceremonial
72	513	Office Administration
73	514	Documentation Services
74	515	Language Services
75	516	Computer Services
76	517	Military Museums and Monuments
77	518	Publications
78	519	Circulars and Instructions of Non-SANDF Organisations
79	520	Visits and Movements of Persons, Aircraft and Ships
80	521	Committees, Commissions and Boards
81	522	Conferences, Congresses, Seminars, Symposiums and Meetings
82	523	Membership and Correspondence of Associations, Institutes and other
83	524	Personnel Systems
84	525	Intelligence Systems
85	526	Operational Systems
86	527	Logistic Systems
87	528	Departmental Management Systems

APPENDIX A

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
(Section 18(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

[Regulation 6]

FOR DEPARTMENTAL USE

Reference number:

Request received by _____ (state rank,
name and surname of information officer/deputy information officer) on
(date) at _____ (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF INFORMATION OFFICER/DEPUTY
INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
(b) *The address and/or fax number in the Republic to which the information is to be sent, must be given.*
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: _____ E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
(b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. **Description of record or relevant part of the record:**

2. **Reference number, if available:**

3. **Any further particulars of record:**

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
(b) *You will be notified of the amount required to be paid as the request fee.*
(c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
(d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:		Form in which record is required:	
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			YES
			NO
Postage is payable.			
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>			
In which language would you prefer the record?			

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

APPENDIX B

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

- (a) The particulars of the person who lodge the internal appeal must be given below.
(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
(c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname:

Identity number:

Postal address:

Fax number: _____ Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an **X** in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at _____ this _____ day of _____ 20

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on _____ (date) by _____ (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION:

RELEVANT AUTHORITY

DATE

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY ON (date):