


*Department of Defence and the Army Pensions Board*

Freedom of  information

*Guide to Functions, Records, Rules and Practices*

Freedom of Information Acts 1997 and 2003

Section 15/16 Reference Books

November 2009

**Guide to Functions and Records  
of the  
Department of Defence and the Army Pensions Board**

**Freedom of Information Acts 1997 and 2003**

**Section 15 - Reference Book**

Freedom of rmation

## *Section 15 Reference Book*

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## *1. Introduction*

The Freedom of Information (FOI) Act, 1997 which came into operation on 21 April, 1998, establishes three new statutory rights:

1. A legal right for each person to access information held by public bodies;
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for decisions affecting oneself.

The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals. The Act is designed to allow public access to information held by public bodies which is NOT routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves specific procedures and time limits.

The Freedom of Information (Amendment) Act 2003 introduced a number of amendments notably in relation to fees. Upfront fees now apply to all non -personal FOI requests under Section 7 of the FOI Act (requests for access to records) and applications under Section 14 (Internal Review) and Section 34 (Review by the Information Commissioner) – see chapter 4 for details.

This reference book has been prepared and published in accordance with the requirements of section 15 of the Act. Its purpose is to facilitate access to official information held by the Department of Defence and the Army Pensions Board. It does this by outlining the functions and structure of the Department and the Board, the services provided and how they may be availed of, by setting out information on the classes of records held, and by showing how a request under the FOI Acts can be made to the Department and the Board.

The Department currently makes information routinely available to the public in relation to its functions, activities and schemes. Such information will continue to be available informally without the need to use the FOI Acts. This reference book highlights where information of this nature is available.

The Department Strategy Statement is probably the most important source document. The Department's Annual Report is also an important document as is the Customer Service Action Plan. These documents are available from a number of sources, including the Department's FOI Officer, the Press Office and the on the Department's website:- [www.defence.ie](http://www.defence.ie).

## *2. Policy on Confidentiality and FOI*

Part III of the Act (Exempt Records) sets out a series of related measures to protect information relating to key areas of Government activity (including security, defence and international relations) and parliamentary and court matters, as well as third party information of a personal, commercial and confidential nature. Within that general context, however, the

Department and the Army Pensions Board will try to provide every requester with as much assistance and information as possible.

If, for any reason, it is wished that information provided to the Department or the Army Pensions Board should not be disclosed because of its sensitive nature, then it is incumbent upon the person or body when supplying the information to make clear this wish and to specify the reasons for the sensitivity. The Department and the Board will consult with any individual or body supplying sensitive information before making a decision on any Freedom of Information request received in respect of such information.

### *3. How to get information under the Freedom of Information Act*

#### *3.1 Applications under the FOI Act*

The following records come within the scope of the Act:

- all records relating to personal information held by the Department irrespective of when created;
- all other records created from the commencement of the 1997 Act;
- any other records necessary to the understanding of a current record.

We are obliged to respond to a FOI request within 4 weeks.

Applications for information under the FOI Act in relation to the Department of Defence or the Army Pensions Board should be addressed to:

Ms. Áine Fitzpatrick  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Phone: (045) 492108.  
Fax: (045) 492017.  
Email: [foi@defence.irlgov.ie](mailto:foi@defence.irlgov.ie)

Note: Applications for information under the FOI Act in relation to the Defence Forces will be dealt with by the Defence Forces FOI Officer. Please see Defence Forces Section 15 Reference Book for details – on [www.military.ie](http://www.military.ie).

Applications should be in writing and should indicate that the information is sought under the FOI Act. If information is desired in a particular form, e.g. photocopy or computer disk, this should also be mentioned in your application. Please give as much detail as possible to enable us to identify the information required. If you have difficulty in identifying the precise

information which you require, we will be happy to assist you in preparing your request. In the interests of protecting personal information and ensuring that this is only made available to those entitled to it, please include a telephone number when writing to us, or provide some means whereby we can check that you are who you say you are.

### ***3.2 Rights of Review and Appeal***

The FOI Acts set out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of third parties. Where a public body invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, form of access, etc., may also be the subject of appeal. Details of the appeals mechanisms are as follows:

#### **Internal Review**

Except in the case of the Army Pensions Board where decisions are made by the head of that body, applicants may seek internal review of the initial decision which will be carried out by an official at a higher level if:

(a) the applicant is dissatisfied with the initial response received i.e. refusal of information, form of access, charges, etc., or

(b) the applicant, including an applicant to the Army Pensions Board, has not received a reply within four weeks of the initial application. (This is deemed to be a refusal of your request and allows you to proceed to internal review).

A request for an internal review must be submitted within four weeks of the initial decision. The Department must complete the review within three weeks. An internal review must normally be completed before an appeal can be made to the Information Commissioner. Requests for internal review should be marked internal review and should be submitted in writing to:

Ms Áine Fitzpatrick  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Phone: (045) 492108  
Fax: (045) 492017  
Email: [foi@defence.irlgov.ie](mailto:foi@defence.irlgov.ie)

#### **Review by the Information Commissioner**

Following completion of an internal review, or following a decision by the head of the Army Pensions Board to refuse an application, the applicant may seek independent review of the decision from the Information Commissioner.

If, in the case of an internal review, the applicant has not received a reply to the application within 3 weeks, this is deemed to be a refusal and an appeal may be made to the Information

Commissioner. Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner,  
18 Lower Leeson Street,  
Dublin 2.  
Phone: (01) 6395689  
Lo Call: 1890 223070  
Fax: (01) 6610570  
E-mail: [foi@ombudsman.gov.ie](mailto:foi@ombudsman.gov.ie)

## ***4. Fees***

The following charges apply in relation to requests for records made under the FOI Act:

### ***Application Fees:***

There is no application fee if your request is for personal information only. If your request is for a record containing non-personal information, an application fee of €15 (€10 if you are a medical card holder) must accompany your request. A FOI request for non-personal information will not be processed until an application fee is received.

### ***Search and Retrieval and Copying Fees:***

· Fees also apply in respect of the time spent searching and retrieving records that are released to you on foot of your request and in respect of the copying of any records released. Such fees are unlikely to arise if your request is for personal information. The rates of these fees are as follows:

- €20.95 per hour of search and retrieval
- €0.04 per sheet for a photocopy
- €10.16 for a CD-ROM containing copy documents

### ***Deposits:***

· A deposit is payable where the estimated cost of search and retrieval of records sought is estimated to exceed €50.79. In such a case, every effort must be made to assist the requester to amend the request so as to reduce or eliminate the amount of the deposit. The request will not be processed any further in the event of the agreed deposit not being received.

### ***Reductions and Waivers:***

· A fee in respect of search and retrieval and copying of records will be waived where the cost of collecting and accounting for the fee would exceed the amount of the fee itself (a guideline of less than €10 is used in this respect);

· A fee in respect of search and retrieval and copying of records or a deposit may be reduced or waived where the information in the record would be of particular assistance to the understanding of an issue of national importance.

A charge applies to most reviews concerning access to non-personal records. There is a reduction for medical card holders. These will be notified to you at the appropriate time.

## ***5. Description and Function of the Department***

### ***Mission Statement:***

To provide for the military defence of the State, contribute to national and international peace and security and fulfill all other roles assigned by Government.

### ***High Level Goals:***

- *To provide for the defence of the State against armed aggression, by maintaining and developing appropriate military capabilities.*
- *To contribute to on-island security and stability by providing, on request, aid to the civil power (ATCP), aid to the civil authority (ATCA) and other emergency and non-emergency services.*
- *To contribute to the maintenance of international peace and security through participation in approved UN-mandated peace support, crisis management and humanitarian relief operations.*
- *To provide the best possible defence policy advice and military advice to the Minister in order to support management of all aspects of defence provision and facilitate planning for future needs*

## ***6. Structure and Organisation***

In addition to the Private Offices of the Minister, the Minister of State and the Secretary General, there are sixteen civil service branches in the Department. Details of these, and of the Army Pensions Board, are set out below.

## ***7. The Private Offices, the Civil Service Branches, and the Army Pensions Board***

### ***7.1 The Private Office of the Minister for Defence***

The Minister for Defence is the head of the Department of Defence and exercises military command, executive and administrative authority over the Defence Forces on behalf of the Government.

The primary responsibilities of his Private Office are the:

- Provision of a link between the Minister, the Department of Defence and the military authorities;
- Provision of advice and assistance to the Minister in relation to his ministerial functions;
- Processing correspondence, representations, parliamentary business and enquiries;
- Organisation of the Minister's diary and public engagements.

#### **Delivery of Services**

The Office provides a service to members of the Oireachtas, other Government Departments and Ministers' Offices, constituents of the Minister and the public. The Office also liaises with organisations or groups in relation to public engagements which the Minister may undertake.

#### **Information Available**

Most of the information which is accessible under the Act will not be available in the Private Office but will be held instead in the relevant branch of the Department.

Information may be obtained from:

Mr. Vincent Lowe,  
Private Secretary to the Minister,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Phone (045) 492101  
Fax: (045) 492007

## *7.2 The Private Office of the Minister of State*

The Minister of State deputises for the Minister for Defence as required.

The primary responsibilities of the Minister of State's Private Office are the:

- Provision of a link between the Minister of State and the Department of Defence;
- Provision of advice and assistance to the Minister of State in relation to her functions in the Department of Defence;
- Processing correspondence, representations, parliamentary business and enquiries;
- Provision of liaison with the Private Office of the Government Chief Whip.
- Organisation of the Minister of State's diary and public engagements.

### **Delivery of Services**

The Office provides a service to members of the Oireachtas, other Government Departments and Ministers' Offices, constituents of the Minister of State and the public. The Office also liaises with organisations or groups in relation to public engagements which the Minister of State may undertake.

### **Information Available**

Most of the information which is accessible under the Act will not be available in the Private Office but will be held instead in the relevant branch of the Department.

Information may be obtained from:

Mr. Garry Mc Donagh,  
Private Secretary to the Minister of  
State, at the Department of Defence,  
Government Buildings,  
Upper Merrion Street,  
Dublin 4.  
Phone (01) 6194047  
Fax: (01) 619 4238

## *7.3 The Private Office of the Secretary General*

The Secretary General of the Department is the Accounting Officer for the Defence and Army Pensions Votes.

On a day to day basis, his Private Office provides a link between the Secretary General, the Department, the Defence Forces and with the other Private Offices and the general public.

The Office also monitors and co-ordinates the Department input to parliamentary business including Dáil questions, Oireachtas debates and private members' business.

## **Delivery of Services**

The Office provides a service to the other Private Offices, all branches of the Department, other Government Departments and public bodies, and to the public.

## **Information Available**

Information may be obtained from:

Ms. Eilish Murphy,  
Private Secretary to the Secretary General,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Phone (045) 492117  
Fax: (045) 492010.

## ***7.4 Litigation Branch***

This Branch has responsibility for the effective management of:

- (a) Civil legal claims arising from accidents or injuries to members of the Defence Forces, civilian employees, and civilians injured in road traffic accidents involving military vehicles.
- (b) Litigation in relation to administrative law cases. These cases are usually in the form of Judicial Review proceedings, relating to administrative decisions affecting individual members of the Defence Forces.

## **Delivery of Services**

The Branch has extensive contact with a broad range of the Branches and other sections of the Department of Defence. Its main external contacts are the Office of the Chief State Solicitor, the State Claims Agency, the Injuries Board, other Government Departments, solicitors and offices/agencies such as insurance companies. Enquiries from the general public are handled by providing the information requested or by referring the query to the appropriate authority.

Since December 2001 the State Claims Agency (SCA), established under the National Treasury Management Agency (Amendment) Act, 2000, has delegated responsibility for handling the majority of new claims lodged against the Minister for Defence. In 2005 the management of any outstanding hearing loss claims and any new hearing loss claims was also delegated to the State Claims Agency.

## **Information Available**

Information relating to the Litigation Branch is published in the Strategy Statement for the Department, the Annual Report and in the Department Customer Service Action Plan.

In addition, copies of some relevant written court decisions can be found in law reports, e.g., The Irish Law Reports Monthly or obtained from the Courts' public offices or from some public libraries.

Information may be obtained from:

Ms. Anne O'Neill  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare,

Phone (045) 492132

Fax: (045) 492020

## **Classes of Records**

The Branch holds records of the following:

- (a) individual case files relating to specific claims;
- (b) policy issues relating to the defence of litigation claims;
- (c) general files on the administration of the Branch.

## ***7.5 Contracts Branch***

The Contracts Branch supports the overall objective of ensuring that the Defence Forces are properly equipped, and participates with the military authorities in the formulation of policy in that regard. The Branch also provides a procurement function in relation to defensive equipment and materials, and major procurement projects as well as certain Naval Service and Air Corps equipment and maintenance services. The Branch also procures services on behalf of other Branches of the Department as required and deals with the disposal of obsolete Defence Forces' equipment.

In recent years, the progressive delegation of financial responsibility to the Defence Forces permits the procurement of a wide range of non-capital goods and services directly by the Defence Forces. These include items associated with day-to-day operations e.g. food, clothing, transport, and the maintenance of equipment and premises. The services of the Government Supplies Agency and centralised framework agreements are also used to acquire items that may be in common demand by a number of Departments.

Procurement by Contracts Branch, and by the military authorities, is conducted in accordance with guidelines laid down by the Government and with the Directives of the European Union.

The Branch is located in Coláiste Caoimhín, Glasnevin, Dublin 9 and is structured as follows:

- 7.5.1 **Defensive Equipment**, Major Equipment Projects, Aircraft Procurement.
- 7.5.2 **Procurement Policy and Administration**, Naval Service Vessels, Aircraft Projects and Disposal of Surplus Stores and Equipment

### ***7.5.1 Defensive Equipment***

This area examines and evaluates proposals relating to the procurement of defensive equipment and major equipment acquisitions for the Army, Air Corps and Naval Service and arranges for the purchase of necessary equipment.

### ***7.5.2 Procurement Policy and Administration***

This area looks after General Administration of Contracts Branch. It also arranges competitions for the purchase of major equipment, e.g. Naval Service Vessel Replacement Programme, and new aircraft and fishery surveillance equipment for the Air Corps. On occasion, it arranges for the disposal of stores and equipment identified by the military authorities as surplus or obsolete.

### **Delivery of Services**

The Branch provides services to the public in the form of the provision of information to suppliers and potential suppliers of goods and services to the Department and the Defence Forces.

The European Union Directives relating to public procurement can be accessed on the following website: <http://eur-lex.europa.eu>

### **Information Available**

Information on the Branch may be obtained from:

Contracts Branch  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare  
Phone: (045) 8492414/2361.

### **Classes of Records**

The Branch holds records of the following:

- a) Defence Equipment Plans;
- b) Delegation of procurement authority to the Chief of Staff.
- c) Procurement Policy and Planning.
- d) Details on suppliers;
- e) Tender Competition details;
- f) Order Details;
- g) Tax Clearance Certificates;
- h) General administration of the Branch.

## ***7.6 Defence Forces Conciliation and Arbitration Branch***

The Branch is responsible for the administration of a Conciliation and Arbitration Scheme, established in 1993, for the Representative Association of Commissioned Officers (RACO) and for the Permanent Defence Force Other Ranks Representative Association (PDFORRA). The Branch also deals with the Reserve Defence Force Representative Association (RDFRA) and with the Irish Nurses Organisation (INO) which represents members of the Army Nursing Service.

### **Delivery of Services**

This Branch provides services to RACO, PDFORRA, RDFRA and the INO.

### **Information Available**

Information may be obtained from:

Ms. Mary Murray  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Phone: (045) 492217  
Fax: (045) 492011

### **Classes of Records**

The Branch holds records of the following:

- (a) Conciliation and Arbitration Schemes;
- (b) Claims submitted by the various Associations;

- (c) Agreed and Disagreed Reports;
- (d) Rates of pay and allowances for members of the Defence Forces;
- (e) The holding of competitions for apprenticeships, cadetships and specialist officers;
- (f) Recruitment of personnel for general service in the Permanent Defence Force;
- (g) Arranging of officer and cadet interview Boards;
- (h) Promotion of Officers of the Permanent Defence Force;
- (i) Representations made by and on behalf of serving and former members of the Defence Forces and applicants for enlistment.
- (j) General administration of the Branch.

## ***7.7 Defence Forces Personnel Policy Branch***

The Branch is structured as follows:

- 7.7.1 Defence Forces Personnel and Redress of Wrongs Section
- 7.7.2 Defence Forces Personnel Policy Section

### ***7.7.1 Defence Forces Personnel and Redress of Wrongs Section***

This Section has responsibility for:

- (a) Processing Appeals to the Ombudsman for the Defence Forces (ODF), or the Minister, arising from the Redress of Wrongs (Section 114) process
- (b) Processing Appeals that have been referred by the Minister to the Complaints Inquiry Officer (CIO)
- (c) Administrative matters relating to the Office of the ODF and the CIO
- (d) Communications with solicitors in relation to military personnel issues
- (e) Administration of Postal Votes scheme

### **Delivery of Services**

This Section provides services to the Defence Forces, the ODF, the Complaints Inquiry Officer, solicitors and other bodies in relation to military personnel matters. The Section does not provide services directly to the public.

## **Information Available**

Information may be obtained from:

Ms. Eileen Murphy  
Department of Defence  
Station Road,  
Newbridge,  
Co. Kildare  
Phone (045) 492124

## **Classes of Records**

- (a) Case records for appeals to the ODF and the Minister arising from the Redress of Wrongs (Section 114) process
- (b) Case records for appeals arising from the Redress of Wrongs (Section 114) process that have been referred by the Minister to the Complaints Inquiry Officer (CIO)
- (c) Representations made in relation to matters dealt with by the Section, including solicitors letters
- (d) Postal Voting
- (e) General administration of the Section

### ***7.7.2 Defence Forces Personnel Policy Section***

This Section has responsibility for:

- (a) Review and development of Defence Forces personnel policies
- (b) Participation in inter-departmental policy groups
- (c) Payment of Free Legal Aid claims relating to military law cases
- (d) Administration of non-delegated Defence Forces personnel processes, including Appointments and Commissioning, Retirements, High Rank and RDF Promotions, Service Undertakings, Air Corps Service Commitment Scheme
- (e) Preparation, as necessary of Memos for Government
- (f) Defence Forces Canteen Board
- (g) Policy issues relating to military medals

## **Delivery of Services**

This Section provides services to the Defence Forces, individuals, other Government Departments, and other bodies in relation to military personnel policy matters. The Section does not provide services directly to the public.

## **Information Available**

Information may be obtained from:

Ms Amy Hubbard  
Department of Defence  
Station Road,  
Newbridge,  
Co. Kildare  
Phone (045) 492043

## **Classes of Records**

- (a) Files in relation to relevant policy areas
- (b) Defence Forces establishments and strengths
- (c) Appointment of Officers of the PDF and RDF
- (d) Promotion of officers to Brigadier General, or higher, rank
- (e) Promotion of officers of the RDF
- (f) Secondment of officers
- (g) Retention in service of officers
- (h) Retirement, resignation and dismissal of officers
- (i) Representation made in relation to matters dealt with by the Section
- (j) Service undertakings
- (k) Air Corps Service Commitment Scheme
- (l) Records of military medals
- (m) Miscellaneous matters, including wearing of uniforms, military courses etc.
- (n) General administration of the Section

## ***7.8 Legislation Branch***

This Section has responsibility for:

- (a) processing Departmental legislation necessary to amend or extend the Defence Act, 1954;
- (b) amending, simplifying and consolidating Defence Force Regulations which are necessary to give effect to many of the provisions of the Defence Act, 1954;
- (c) co-ordinating the Department's responses to EU legislation and domestic legislative proposals.

## **Delivery of Services**

The Section does not provide services directly to the public.

### **Information Available**

Copies of legislation, including the Defence Act, 1954 and other Defence legislation, may be purchased from the:

Government Publications Sales Office,  
Sun Alliance House,  
Molesworth Street,  
Dublin 2.  
Phone (01) 6476834/37 or 1890213434;  
Fax (01) 6476843 or (094) 9378964;

or by mail order from:

Government Publications,  
Postal Trade Section,  
Unit 20,  
Lakeside Retail Park,  
Claremorris,  
Co. Mayo.

Defence Force Regulations, which give effect to many of the provisions of the Defence Act, 1954 as amended, may be obtained from the Section by contacting:

Mr. Derek McConnon,  
Legislation Branch,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare  
Phone (045) 492489  
Email: derek.mcconnon@defence.irlgov.ie

### **Classes of Records**

The Section holds records of the following:

- (a) The Defence Act 1954, and subsequent amending and extending legislation;
- (b) Defence Force Regulations and amendments to these regulations;

(c) Defence Forces Establishments;

(d) Memoranda being brought to Government by other Departments and legislation being sponsored by other Departments which may have an impact on Defence matters;

(e) General administration of the Section.

## ***7.9 Executive Branch***

This Branch has policy and administrative functions in relation to many aspects of the roles performed by the Defence Forces. The Branch is structured as follows:

- 7.9.1 Security and Community Support Unit
- 7.9.2 Aviation and Maritime Unit

### ***7.9.1 Security and Community Support Unit***

This Unit's responsibilities include policy and administrative functions in relation to:

- Domestic security including the provision of aid to the civil power (ATCP) by the Defence Forces.
- Assistance provided by the Defence Forces in their role as aid to the civil authority (ATCA) including supporting principal response agencies during major emergencies and maintaining essential community services;
- Requests from the public for Defence Forces services e.g. support for community events, displays by the Defence Forces and the loan or hire of equipment to community groups, e.g. tentage;
- Ceremonial duties of the Defence Forces including the annual Easter Sunday and Arbour Hill 1916 commemorative ceremonies.
- Matters relating to the Irish Red Cross Society including the payment of an annual Grant-in Aid, enactment of any legislative requirements and the appointment of Government nominees to the Central Council of the Society.

### ***7.9.2 Aviation and Maritime Unit***

This Unit's responsibilities include policy and administrative functions in relation to:

- Air Corps and Naval Service aid to Civil Power/Authority.
- Air Corps involvement in air ambulance services.
- Provision of the Ministerial Air Transport Service.
- Provision of policy advice in relation to the Civil Defence Board.

- Naval service operations, including its involvement in maritime security, marine protection and control.
- The monitoring of fishery protection activities.
- Requests for visits of Naval Service vessels to domestic and foreign ports
- Requests for Air Corps fly-pasts at community events
- Air Corps attendance at domestic and foreign air shows
- The Army Equitation School.

### **Delivery of Services**

With the obvious exceptions listed above, the Executive Branch does not provide services directly to the public.

### **Information Available**

Information may be obtained from:

Ms. Rose Kearney,  
Security & Community Support Unit,  
Executive Branch,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.

Ms. Bernadette Maguire,  
Aviation & Maritime Unit,  
Executive Branch,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare

Phone: (045) 492213

Phone: (045) 492308

### **Classes of Records**

The Branch holds records of the following:

- (a) Policy and administrative matters;
- (b) General administration of the Branch

## ***7.10 Finance Branch and Internal Audit Section***

The Finance Branch is located in the Department's offices in Renmore, Galway. It has a staff of approximately 140.

The Branch is organised into three broad areas as follows:

- 7.10.1 Pensions
- 7.10.2 Payroll
- 7.10.3 Accounts/Payments

The Internal Audit Section is based in Renmore but is separate from and operates independently of the Finance Branch. Some relevant material is set out in section 7.10.4.

### 7.10.1 Pensions

The pensions area is responsible for the granting and payment of pensions and gratuities to retired members of the Defence Forces and their surviving dependants, as well as the spouses of Veterans of the War of Independence. The area administers the superannuation and disability pension codes for former members of the Defence Forces. It has responsibility for the formulation and implementation of pensions policy matters and legislation in respect of these categories. The area is responsible for the payment of pensions on a monthly basis to some 11,000 pensioners in a variety of categories and for expenditure & accounting matters in relation to the Army Pensions Vote.

The Pensions area is divided into three distinct sections

- 7.10.1.1 Pensions Administration
- 7.10.1.2 Pensions Payments
- 7.10.1.3 Pensions Policy.

#### 7.10.1.1 Pensions Administration Section

This Section is responsible for the granting of gratuities and pensions including disability pensions to retired members of the PDF and their surviving spouses and dependants. The Section is also responsible for granting payments to members of the Army Reserve and Naval Service Reserve injured in the course of duty and for the granting of allowances to the spouses of deceased Veterans of the War of Independence.

The Section is divided into three sub-sections whose principal responsibilities are as follows:-

*Superannuation Administration:* is responsible for the determination of entitlement to occupational pensions and gratuities for retired members of the PDF and their surviving spouses and children. The sub-section is also responsible for the administration of court orders (pension adjustment orders) and for the administration of the transfer of pensionable service between the Defence Forces and other State organisations.

*Disability Pensions and Veterans Administration:* is responsible for the determination of entitlement to disability pensions and disablement gratuities of former members of the Defence Forces injured in the course of duty, and allowances for the dependants of deceased members.- The sub-section researches and provides information to members of the public on the involvement of their relations in the 1916 Rising and in the War of Independence. The sub-section also provides medal certificates (in lieu of replacement medals) to relatives of those involved in the 1916 Rising and in the War of Independence.

*Disability Pension Review / Rates Maintenance Section:* is responsible for implementation of pension increases and the provision of the new pension rates for the pension payroll system. This sub-section is also responsible for reviewing disability pension/gratuity cases where a former member of the Permanent Defence Force has received compensation from another source. The sub-section also provides grade statements in compliance with the Disclosure of Information Regulations.

## **Delivery of Services**

Service pensions and/or gratuities are awarded to personnel on their retirement from the PDF, subject to their meeting the necessary qualifying conditions. Action is taken in Pensions Administration Section on receipt of notification of retirement and service details from the military authorities (individual applications are not required).

If a retired member of the PDF wishes to apply for a disability pension, application must be made to Pensions Administration Section within one year of the date of his/her retirement if the disability is due to wound/injury arising from military service or within 8 years if the disability is due to disease arising from service abroad with the United Nations (UN). If the death or disablement of a member of the PDF is due to overseas service with the UN, lump sum compensation may, subject to certain conditions, be paid under a special extra-statutory scheme.

If a member of the Army Reserve and Naval Service Reserve is injured in the course of duty, he/she may claim compensation under an extra-statutory scheme. Application must be made to Pensions Administration Section within six months of receiving the injury. Provision also exists under the scheme for compensation in fatal cases.

In the event of the death of a member or a former member of the PDF, the family survivors may be entitled to certain benefits. Depending on the circumstances of death, it may be necessary for survivors to apply to Pensions Administration Section in respect of their possible entitlements. Surviving dependants may of course contact Pensions Administration for advice in the matter.

## **Information Available**

Statutory provision enabling the grant of pensions and gratuities to former members of the PDF and their surviving dependants as well as certain other categories is contained in the legislation listed below:-

### (a) Defence Forces (Pensions) Acts, 1932 to 1975

The superannuation code of the PDF derives from these Acts, and is set out in a series of Statutory Instruments viz. the Defence Forces (Pensions) Schemes.

### (b) Army Pensions Acts, 1923 to 1980

These Acts and associated regulations constitute what is essentially a military occupational injuries code. Provision is made for the grant of pensions and allowances (and gratuities in certain circumstances), in respect of death and disablement of members of the PDF arising from their military service. The Acts also provide for pension and allowances for the dependants of deceased Veterans.

### (c) Public Service Superannuation (Miscellaneous Provisions) Act 2004

Insofar as the PDF is concerned, this Act introduces a minimum age of 50 at which pension may be paid in the case of new entrants military personnel joining the Permanent Defence

Force appointed on or after 1 April 2004. The Act also provides for the making of a scheme or schemes for the granting of superannuation benefits to or in respect of such new entrants.

From time to time, the pension arrangements are the subject of relevant agreements under the PDF Conciliation and Arbitration Scheme.

Details of superannuation and disability benefits are outlined in the Pensions Booklets for Enlisted Personnel and for Officers. Separate notes set out the details of the extra-statutory compensation scheme in respect of certain UN Service by PDF personnel and the Army Reserve and Naval Service Reserve extra-statutory compensation scheme.

Copies of the various Acts, Defence Forces Pensions Schemes and Army Pensions Regulations can be obtained from:

Government Publication Sales Office,  
Sun Alliance House,  
Molesworth Street,  
Dublin 2.

Phone: (01) 661211.

Fax: (01) 4752760.

or by mail order from:

Government Publications,  
Postal Trade Section,  
51 St. Stephen's Green,  
Dublin 2

Pensions Booklets: Available throughout the PDF and from the persons named below. All are contactable by post at the following address:

Pensions Administration Section,  
Department of Defence,  
Áras an tSáile,  
Renmore,  
Galway.  
Mr Martin Crean  
Phone: (091) 743838.

Ms. Angela Feely,  
Phone: (091) 743903.

Extra statutory compensation schemes available from:

Ms. Rita Fitzgerald,  
Phone: (091) 743844.

Please note that, in addition to the individual telephone numbers given above, you may also dial the LoCall number, 1890- 426444, and ask for the relevant person.

### **Classes of Records**

The Section holds records in a variety of ways i.e. files, folders, kardexes, computer databases and computer listings. The type of information held relates to the determination of individual entitlement and the details of these entitlements.

#### **7.10.1.2 Pension Payments Section**

This section is responsible for the payment of pensions and allowances to or in respect of former members of the Permanent Defence Forces and consists of two subsections as follows:

Control: deals with queries relating to tax and PRSI and voluntary deductions under the VHI, CAOGA, and GANBO schemes and in respect of contributions to ONET (formerly known as ONE), IUNVA and ARCO. It also deals with overpayments.

Payments Section is responsible for

- ❑ The payment of service pensions to retired officers, NCOs and privates of the Defence Forces and their dependants
- ❑ The payment of disability pensions
- ❑ The payment of allowances to spouses of deceased veterans of the War of Independence and the payment of funeral grants of deceased veterans.

### **Delivery of Services**

Monthly issue of pension to some 11,000 ex-service personnel of the Permanent Defence Force, Veterans of the War of Independence and their surviving spouses and children.

### **Information Available**

Information in respect of the Pensions Payments Section and its individual sub-sections may be obtained from the persons listed below. Please note that, in addition to the individual telephone numbers given, you may also dial the LoCall number, 1890- 426444, and ask for the relevant person.

Pensions Payments Section

Mr. Philip Neilan

Pensions Payments Section,  
Department of Defence,  
Áras an tSáile,  
Renmore,  
Galway.  
Phone: (091) 743823.

Sub-Section		Contact Number (all 091 – prefix)
Control	Ms. Catherine Browne	743825 Lo-call 1890426444 Ext 3825 e-mail: <a href="mailto:catherine.browne@defence.irlgov.ie">catherine.browne@defence.irlgov.ie</a>
Payments Section		
	Ms. Cheryl Kilcoyne	743834 Lo-call 1890426444 Ext 3834 e-mail: <a href="mailto:cheryl.kilcoyne@defence.irlgov.ie">cheryl.kilcoyne@defence.irlgov.ie</a>
	Mr. Martin Hughes	743811 Lo-call 1890426444 Ext 3811 e-mail: <a href="mailto:martin.hughes@defence.irlgov.ie">martin.hughes@defence.irlgov.ie</a>

### Classes of Records

The records held are the pension payment files of the individual pensioners. The Pensions Payments System is computer based and there are records in computerised format relating to payment of pensions, and voluntary and statutory deductions. Records of statistical and accounts related data are held also.

#### 7.10.1.3 Pensions Policy Section

This Section is responsible for the formulation and review of pensions policy, legislation and schemes. It does not provide services directly to the public. Files held relate primarily to policy matters including primary and secondary legislation. Further information can be obtained from:-

Mr. Breffni O'Rourke,  
Pensions Policy Section,  
Department of Defence,  
Áras an tSáile,  
Renmore,  
Galway.  
Phone: (091) 743820.

## 7.10.2 Payroll

The Payroll area is responsible for the payment of pay and allowances to all employees of the Department and the Defence Forces, numbering approximately 11,700. It is subdivided into seven sections i.e. (i) Soldiers Pay (ii) Payroll Control (iii) Officers' Pay (iv) Civilian Pay (v) Reserve Pay (vi) Civil Service Pay and (vii) Travel and Subsistence.

All the Payroll Sections are responsible for the correct and timely issue of pay and allowances to all employees.

Reserve Pay Section: is also responsible for the processing of miscellaneous payments e.g. messing allowances and unit fund grants in respect of the Reserve Forces.

Travel and Subsistence Section: is responsible for the processing and payment of all travel and subsistence claims.

Payroll Control Section: This section validates payroll data for officers and enlisted personnel, and ensures all deductions, both statutory and voluntary, are made, reconciled and paid to the relevant State or other organisation in a timely and efficient manner.

### Delivery of Services

All payments are made on a weekly, fortnightly or monthly basis either to an individual's account in a financial institution or direct to the employee.

### Information Available

Information in respect of the Payroll area and its individual Sections may be obtained from the persons listed below. Please note that, in addition to the individual telephone numbers given, you may also dial the LoCall number, 1890 426444, and ask for the relevant person.

Section		Contact Number (all 091 Pre-fix)
Soldiers' Pay	Ms Carmel O'Malley	743743 E-mail: <a href="mailto:carmel.omalley@defence.irlgov.ie">carmel.omalley@defence.irlgov.ie</a>
Payroll Control	Mr. Gerry Doyle	743775 E-mail: <a href="mailto:gerry.doyle@defence.irlgov.ie">gerry.doyle@defence.irlgov.ie</a>
Officers' Pay, Civilian Pay and Reserve Pay	Mr. Jerry Daly	743788 -E-mail: <a href="mailto:jerry.daly@defence.irlgov.ie">jerry.daly@defence.irlgov.ie</a>
Civil Service Pay and Travel and Subsistence	Mr. Gerry Fogarty	743790 E-mail <a href="mailto:gerry.fogarty@defence.irlgov.ie">gerry.fogarty@defence.irlgov.ie</a>

## **Classes of Records**

Pay details on individuals are held on computer. Older records are held on record cards and microfilm. Records are also held on travel and subsistence claims on an individual basis.

In addition there are files relating to administrative matters, voluntary and statutory deductions and reconciliations.

### **7.10.3 Accounts/Payments**

This area has responsibility for keeping the Department's books and accounts; preparing the annual Appropriation Accounts for both the Defence and Army Pensions Votes; compiling returns and forecasts of expenditure; co-ordinating the Estimates process; preparing costings; and payment of accounts for supplies/services provided to the Defence Forces and to the Department.

This area consists of five sections i.e. Cash Office, Financial Accounts Section, Suppliers Accounts Section, Medical Accounts Section and Management Accounts.

*Cash Office:* Issues all Payable Orders on foot of instructions from within the Department and the Defence Forces and accounts for monies received.

*Financial Accounts Section:* Maintains required financial records and accounts for the Defence and Army Pensions Votes. Prepares the annual Appropriation Accounts. Also has an expenditure monitoring and reporting function (to senior management and budget holders).

*Suppliers' Accounts Section:* Processes for payment all invoices matched to purchase orders in respect of goods and services supplied to the Department, the Defence Forces, Coiste an Asgard and Civil Defence Headquarters.

*Medical Accounts Section:* Processes payments for medical treatment of Military personnel.

*Management Accounts Section:* This section provides costings of various services and advice and assistance on accounting and financial matters to other areas of the Department, in addition to Estimates and PAC related functions.

## **Delivery of Services**

*Financial Accounts Section:* does not provide services to the public and has no contact with the public.

*Cash Office:* issues payments to suppliers of goods and services to the Department and the Defence Forces.

*Suppliers' Accounts Section:* processes invoices and arranges payment through the Cash Office. Apart from routine queries from suppliers as regards the status of due payments, it does not provide services directly to the public.

*Medical Accounts Section:* processes payments through the Cash Office. Apart from routine queries from suppliers of medical services as regards the status of due payments, it does not provide services directly to the public.

*Management Accounts:* does not provide services directly to the public and has little or no contact with the public.

### **Information Available**

Most of the published information relating to this area is contained in the Annual Appropriation Accounts for the Defence and Army Pensions Votes and in a general information booklet entitled "Public Financial Procedures - An Outline". These are available from:

Government Publication Sales Office,  
Sun Alliance House,  
Molesworth Street,  
Dublin 2  
Phone: (01) 6612111;  
Fax: (01) 4752760

or by mail order from:

Government Publications,  
Postal Trade Section,  
51 St. Stephen's Green,  
Dublin 2.

Information in respect of the Accounts/Payments area and its individual Sections may be obtained from the persons listed below. Please note that, in addition to the individual telephone numbers given, you may also dial the LoCall number, 1890- 426444, and ask for the relevant person.

Cash Office and Financial Accounts Section - Ms Fiona Finn: Phone: (091) 743848.

Suppliers Accounts and Medical Accounts Sections - Mr. Tommy Mee Phone: (091) 743849.

Management Accounts Section - Mr. Tom Hussey Phone: (091) 743883.

### **Classes of Records**

Classes of Records held can be broadly categorised as follows:

*Cash Office:* details of all payable orders issued and monies received. Miscellaneous accounts related data. Payment details are also held in computerised format.

*Financial Accounts:* Appropriation Accounts, general ledgers and other accounts related data. Data is also held in computerised format.

*Suppliers' Accounts:* Original invoices, Tax Clearance certificates, Relevant Contract Tax Cards (RCT 47). Payment details are also held in computerised format.

*Medical Accounts:* Bill/Invoices for medical treatment of military personnel. Payment details are also held in computerised format. Authorisations for the engagement of medical practitioners on sessional/'contract of service' basis.

*Management Accounts:* The Section holds records of the Estimates and costings of various services.

#### **7.10.4 Internal Audit Section**

This Section is an independent unit, which reports directly to the Secretary General. It provides an independent, objective assurance and consulting activity to management, both civil and military, designed to add value and improve the Department's operations through the evaluation and improvement of the effectiveness of the risk management, control and governance process in the Department. The Section works to an annual audit plan, covering a range of systems, compliance and stores audits, which is approved by the Secretary General.

The Section is also responsible for the auditing and inspection of Defence Forces stores and accounts.

#### **Delivery of Services**

This Section does not provide services directly to the public.

#### **Classes of Records**

The Section holds records of inspections and audits.

### **7.11 Human Resources Branch**

The Branch is structured as follows:

- 7.11.1 Civil Service Staff Administration Section;
- 7.11.2 Civilian Employee Staff Administration Section;
- 7.11.3 Decentralisation, Accommodation and Registry Section;
- 7.11.4 Training and Development Unit

### ***7.11.1 Civil Service Staff Administration***

This Section is responsible for all personnel administration and human resource matters relating to the Department's civil servants and does so by reference to the Civil Service Personnel Code, Department of Finance Circulars, instructions and guidance, and Office Notices.

Allied to this Section is the Employee Assistance Service which provides a work-based programme of assistance and support through which managers and staff may avail of information, counseling and help in evaluation, accessing and coping with difficulties.

#### **Delivery of Services**

The Section does not provide services directly to the public. However, services are provided to the Department's management, staff, and staff unions and representative associations.

#### **Information Available**

Details of the Personnel Code and related Finance Circulars and other material, including Office Notices, are available for inspection on a routine basis. The Section maintains personnel files on the current civil service staff of the Department, together with personnel policy and general reference files. Access to these files is also permitted to those to whom they relate.

Information may be obtained from:

Ms. Teresa Hynes,  
Department of Defence,  
Station Road,  
Newbridge.  
Kildare.  
Phone: (045) 492187

#### **Classes of Records**

The Section holds records of the following:

- (a) Civil service staff of the Department;
- (b) work sharing details;
- (c) career break details;
- (d) representations;
- (e) promotion competitions;
- (f) flexi time details;
- (g) transfers;
- (h) pay scales.
- (i) personal sick leave;
- (j) Human Resources policy.
- (k) Welfare and employee assistance records
- (l) general administration of the Section

### ***7.11.2 Civilian Employee Staff Administration Section***

This Section is responsible for personnel administration and human resource matters relating to the Department's 980 civilian employees and does so by reference to the general terms and conditions of employment as prescribed through the Department of Finance and the Joint Industrial Council for State Industrial Employees in Government Departments.

The operational management of these staff is usually a matter for the relevant employing military authorities e.g. the Corps of Engineers.

#### **Delivery of Services**

The Section does not provide services directly to the public. However, services are provided to management and to civilian employee staff and their unions and representatives.

#### **Information Available**

Details of general terms and conditions of employment are made available routinely. The Section maintains personnel files on the staff concerned, current and past, together with personnel policy and general reference files. The employing military authorities also maintain personnel files on these employees. Access to all personnel files is permitted to those to whom they relate.

Information may be obtained from:

Mr. Bill Tuohy,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Phone: (045) 492186

#### **Classes of Records**

The Section holds records of the following:

- (a) civilian employee staff (current and past) of the Department;
- (b) personnel policy files;
- (c) general reference files;
- (d) pay rates.
- (e) general administration of the Section.

### ***7.11.3 Decentralisation, Accommodation and Registry Section***

This Section is responsible for managing the decentralisation of the Department's Dublin offices to Newbridge, Co. Kildare. It also provides support services to the Department through the following sub sections:

- Decentralisation Unit
- Central Registry / Library
- Accommodation

### ***7.11.3.1 Central Registry/Library***

Central Registry (CR) operates on the basis of instructions from the Branches to open or store files or order stationery, printing services and other office supplies.

The sub-section has also its own records relating to CR management and related matters.

### ***7.11.3.2 Accommodation***

This sub-section is responsible for the acquisition and provision of goods and services for the maintenance of the Department's premises and office accommodation.

#### **Delivery of Services**

None of the sub-sections provide services directly to the public but each would have some contact with e.g. suppliers or potential suppliers of goods and services.

#### **Information Available**

Information may be obtained from:

Ms. Carol Bourke  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare  
Phone: (045) 492324  
E-mail: [carol.bourke@defence.irlgov.ie](mailto:carol.bourke@defence.irlgov.ie)

#### **Classes of Records**

The Section holds records of the following:

- (a) purchasing and payment authorisations on stationery, printing and printing supplies, and accommodation supplies;
- (b) General administration of the Section.

### ***7.11.4 Training and Development Unit***

This Unit provides training and development services to the Department's civil service management and staff, in line with the Department's Strategy Statement and, in particular, the Human Resources Strategy.

### **Delivery of Services**

The Training & Development Unit's Trainers provide in-house training, however external Consultants are also engaged occasionally to provide specialised training.

### **Information Available**

A dedicated section of the Department's intranet site entitled Training Web contains all Training Information. The Annual Training Programme is available on this site.

Information may be obtained from:

Ms. Lorna Boyle  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare  
Phone: (045) 492386  
E-mail: [lorna.boyle@defence.irlgov.ie](mailto:lorna.boyle@defence.irlgov.ie)

### **Classes of Records**

This Section holds records of the following:

- (a) training records for staff of the Department.
- (b) general administration of the Section.

## ***7.12 Information Systems Branch***

The Branch provides Information and Communications Technology (ICT) services to the Department and is structured as follows:

7.12.1 Information Technology Unit (Dublin based);

7.12.2 Information Technology Unit (Galway based);

### ***7.12.1 Information Technology Unit (Dublin based)***

In conjunction with the IT Unit in Galway and the military Directorate of Communications and Information Systems, this Unit provides services to the Department in the area of IT planning, development, and the implementation and maintenance of information and telecommunications systems.

### ***7.12.2 Information Technology Unit (Galway based)***

The primary focus of this Unit is on supporting Finance Branch operations, mainly payroll and other payments, and the local area network and users. The Unit is also responsible for the development and implementation of information and telecommunications systems for the Galway office, in conjunction with the Dublin based unit.

#### **Delivery of Services**

Information Systems Branch does not provide services directly to the public. In the context of delivering support systems to Departmental business managers, it has regular contact with commercial suppliers, or potential suppliers, of goods and services.

#### **Information Available**

Information may be obtained from:

Mr. Michael Byrne,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Telephone: (045) 492156  
E-mail: [michael.byrne@defence.irlgov.ie](mailto:michael.byrne@defence.irlgov.ie)

#### **Classes of Records**

The Branch holds records of the following:

- (a) Information Technology Security Policy;
- (b) Software Licences held;
- (c) Payroll databases for military, civilian staff and pensioners;
- (d) Technical Specifications for computer programmes and systems;
- (e) Suppliers and potential suppliers of goods;
- (f) Assets Register;
- (g) General administration of the Branch.

## ***7.13 International Security and Defence Policy Branch***

This Branch has policy and administrative functions in relation to:

- Formulation and Development of Defence Inputs to European Security and Defence Policy (ESDP), policy in relation UN Peace Keeping operations, the OSCE and NATO's Partnership for Peace
- Management of implementation of Ireland's Individual Partnership Programme (IPP) for participation in Partnership for Peace (PfP)
- The service of members of the Permanent Defence Force overseas with the UN, EU, the Organisation for Security and Cooperation in Europe (OSCE) and NATO/Partnership for Peace.

### **Delivery of Services**

International Security and Defence Policy Branch does not provide services directly to the public.

### **Information Available**

Information may be obtained from:

Mr. Donal Bergin,  
Department of Defence,  
Station Road,  
Newbridge,.  
Co. Kildare.  
Phone: (045) 492224  
Email: Donal.bergin@defence.irlgov.ie

### **Classes of Records**

The Branch holds records of the following:

- (a) policy and administrative matters;
- (b) general administration of the Branch

## ***7.14 Office of Emergency Planning***

The Office of Emergency Planning (OEP) was set up within the Department of Defence in 2001 to take the lead role in emergency planning to meet potential terrorist threats; to promote co-ordination across all Departments and public authorities involved in emergency planning and to oversee the process in general terms.

### **Delivery of Services**

The OEP provides a support role to the Government Task Force on Emergency Planning and, under its chairmanship, coordinates the work of the Inter-Departmental Working Group (IDWG) on Emergency Planning. It has extensive contact with Government Departments,

other public authorities and public representatives at both National and International levels. It does not provide services directly to the public but deals with enquiries and requests for information when required.

### **Information Available**

Information is available from the Departments Strategy Statement, the Annual Report, the Department's website [www.defence.ie](http://www.defence.ie) and the Office of Emergency Planning website [www.emergencyplanning.ie](http://www.emergencyplanning.ie)

Information may be obtained from:

Ms. Ann Corrigan,  
Office of Emergency Planning,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Phone (045) 492030  
Fax: (045) 492255

### **Classes of Records**

The Office holds records of the following:

- a) Minutes and matters relating to the work of the Government Task Force on Emergency Planning
- b) Minutes and matters relating to the work of Interdepartmental Working Group on Emergency Planning
- c) Memoranda and Aide Memoires to Government
- d) Documentation and other general papers relating to Emergency Planning
- e) General administration of the OEP

## ***7.15 Planning and Organisation Branch***

The main focus of the Planning and Organisation Branch is on supporting the ongoing modernisation of the Department and the Defence Forces and assisting senior management in implementing the modernisation agenda. This agenda is set out in the White Paper on Defence, the Department's Strategy Statement and successive social partnership agreements. The Branch also provides media and information services through the Press and Information Office.

This Branch is structured as follows:

## 7.15.1 Planning and Organisation Unit

### 7.15.2 Press and Information Office

#### *7.15.1 Planning and Organisation Branch*

##### **Delivery of Services**

This Unit provides a range of services to senior management and the Branches including the preparation of Strategy Statements, Annual Reports, the Annual Output Statement, sponsoring the Quality Customer Service initiative, supporting organisational and human resources modernisation in the Defence Forces and the co-ordination of Value for Money and Policy Reviews.

##### **Information Available**

The White Paper on Defence, the Department's Strategy Statement, successive Annual Reports, Value for Money and Policy Reviews, the Defence Annual Output Statement and social partnership agreements set the framework for the Unit's activities. All these documents are available on the website or on request from the Unit.

Information may be obtained from:

Mr. Gerry Troy,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare  
Phone (045) 492114

##### **Classes of Records**

The Unit holds records of the following:

- (a) Policy and administrative matters
- (b) Value for Money and Policy Reviews
- (c) General Administration of the Unit.

#### *7.15.2 Press and Information Office*

This Office is responsible for managing the presentation and communication to the media of the Minister's and the Department's position on all matters pertaining to Defence. It also handles requests for information from members of the public.

##### **Delivery of Services**

Enquiries from the general public are handled by providing the information requested or by referring the query to the relevant Branch or Section of the Department.

## **Information Available**

Copies of all information published by the Department and the Minister's speeches and press releases are available from the Office.

Information may be obtained from:

Ms. Áine Fitzpatrick,  
Press Officer,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Phone (045) 492108  
Fax: (045) 492017  
Email: [info@defence.irlgov.ie](mailto:info@defence.irlgov.ie)

Information on the Defence Forces is available from the:

Defence Forces Press Office,  
Department of Defence,  
Station Road,  
Newbridge,  
Co. Kildare.  
Phone (045) 492502  
Email: [press@military.ie](mailto:press@military.ie)

## **Classes of Records**

The Office holds records of the following

- a) Department of Defence Press releases
- b) Speeches by the Minister for Defence
- c) General Administration of the Branch

## ***7.16 Property Management Branch***

This Branch is responsible for the overall management of all State property (including 23 permanently occupied military installations and over 20,000 acres) under the control of the Department. It also arranges for the lease or purchase of property for temporary or permanent use, arranges the disposal of surplus property and the letting for grazing of lands not immediately required for official use.

The Branch is responsible also for liaising between the military authorities and commercial ventures making use of the Department's property.

## **Delivery of Services**

The Branch provides services to the following:

- a) Occupants of Married Quarters, tenants, and those who hold sheep-grazing rights on the Department's lands;
- b) Individuals, business ventures and State bodies to whom the Department disposes of surplus property;
- c) Citizens living in proximity to the Department's properties;
- d) Film companies and other commercial ventures who use Departmental property;
- e) Government Departments, public representatives and other State agencies.

## **Information Available**

Ordnance Survey Maps showing military danger areas are available from the Ordnance Survey Office, Phoenix Park, Dublin 8, or from the:

Government Publication Sales Office  
Sun Alliance House  
Molesworth Street  
Dublin 2  
Phone: (01) 6613111  
Fax: (01) 4752760

Or by mail order from:

Government Publications  
Postal Trade Section  
4-5 Harcourt Street  
Dublin 2

Information may also be obtained from:

Ms. Marie Cullen  
Department of Defence  
Station Road  
Newbridge  
Co. Kildare  
Phone: (045) 492429  
Fax: (045) 492208

## **Classes of Records**

The Branch holds records of the following:

- (a) Properties
- (b) Surveys
- (c) Sales / Disposals
- (d) Lettings
- (e) Rents

- (f) Married Quarters
- (g) Encroachments
- (h) Planning
- (i) Fire Damage Write-Offs
- (j) Estimates
- (k) Assets Register
- (l) General Administration of the Branch

## ***7.17 Army Pensions Board***

The Army Pensions Board is an independent statutory body established under Section 5 of the Army Pensions Act, 1927. It consists of a Chairman and two ordinary members. The two ordinary members must be qualified medical doctors of whom one must be an officer of the Army Medical Corps and the other a civilian doctor.

The main functions of the Board under the Army Pensions Acts are to investigate applications for pensions, allowances and gratuities under those Acts and then to report to the Minister for Defence.

The staff of the Board consists of two civil servants, one of whom acts as Secretary to the Board while the second provides clerical support.

### **Delivery of Services**

The Army Pensions Board does not provide services directly to the public. All applications for pensions and allowances are made, in the first instance, to Pensions Administration Section in Galway.

### **Classes of Records**

The Board holds records of all cases investigated.

### **Information Available**

Information may be obtained from:

Ms. Melinda Wynne,  
Army Pensions Board,  
St Bricin's Hospital,  
Dublin 7.  
Phone: (01) 6795000.

## ***APPENDIX 1***

### Glossary of Terms used in the Department of Defence

<b><i>Term</i></b>	<b><i>Explanation</i></b>
Abatement	Where a disability pension is paid in addition to an occupational pension (under the Defence Forces (Pensions) Schemes) the occupational pension is reduced by a portion of the disability pension and this is referred to as abatement.
Additional Increment	This is paid under existing (pre-April 2004) pension arrangements as an addition to 'basic pension' to former NCOs & Privates at a flat-rate in respect of each year of service in excess of 21 years but not exceeding 31 years. The additional increment ceases to be payable when the pensioner becomes entitled to a Social Welfare State Pension (transition at age 65) or State Pension (contributory at age 66).
Assets Register	Asset Registers are held for all equipment, property and land owned or administered by the Department.
Basic pension	This is the main component of a service pension which is based on qualifying service and retiring rank.
Dependants Allowances	These allowance and gratuities are payable under the Army Pensions Acts to survivors, children and dependants of a deceased officer, NCO or private whose death was attributable to military service.
Disability Pension	A Disability Pension may be granted after discharge on retirement in respect of permanent disability due to a wound or injury received on duty or a disease attributable to overseas service.
Encroachment	An encroachment occurs when permission is granted by the Department to enter onto or use Departmental property for some specific purpose such as, for example, the laying of a water pipe which crosses a piece of property belonging to the Department.

EU Directives/Guidelines	Much of the work of the public service is governed by European Union directives and guidelines on particular aspects of policy enacted at Union level. Material held on these would contain information on the direction or guideline in question, and how it is interpreted and operated in this State.
Funeral Grant	On the death of a person who had been in receipt of a Military Service Pension or a special allowance or the holder of the Service (1917 - 1921) Medal, a funeral grant of £500 may be paid towards funeral expenses.
General Administration	This relates to the day to day management and can include such subjects as personnel management, organisation of training courses, allocation of leave, provision of accommodation for staff, circulation of information documents, etc.
Instructions / Guidelines	Information in this category includes instructions or guidelines issued to staff in the administration of schemes operated by the Department.
Integration	Integration is a standard feature of public service occupational pension schemes applicable to employees in full PRSI class who are fully insured for the range of benefits under the Social Welfare Acts, including the State Pension Contributory. Integration means that entitlement to Social Insurance benefits is taken into account in determining the amount of occupational (or spouse's) pension payable, resulting in a reduced rate of occupational pension than would otherwise be the case.
Legislation	<p>Information kept on this relates to law making, the procedure by which a proposal becomes law through the introduction of an Act of the Oireachtas. This mechanism is often used to introduce proposals as Acts have a binding legal effect and oblige those which come under their scope to abide by their terms. Information kept on legislation files is likely to reflect the various stages of production of legislation and include material on the following:</p> <p>(a) analysis of initial Government proposals, leading to production of a document (called a Memorandum) to the Government setting out the reasons why the Act is required and summarising its main points.</p> <p>(b) Comments on the content of the Memorandum from within the</p>

	<p>Department and across other Departments, any changes made to the Memorandum as a result and any Government decision on it.</p> <p>(c) If that decision is to proceed with the proposed legislation, correspondence with the Attorney General's Office who will draft the text of a Bill. The process of circulation of Departments and presentation to Government is repeated with the draft Bill.</p> <p>(d) Correspondence with and briefing material supplied to the Minister as the Bill proceeds through the Oireachtas.</p> <p>(e) Any further action, i.e. issuing of directions provided for in the Act, further correspondence etc.</p>
Life Certificate	In cases where the pensioner is incapacitated and therefore unable to sign the payable order issued to him/her in respect of his/her pension a representative may be appointed to sign on his/her behalf. In such cases a Life Certificate is issued annually instead of a Pensions Declaration form to ascertain if the pensioner continues to be entitled to pension.
Marksperson's Form	In cases where the pensioner is incapacitated and therefore unable to sign the payable order issued to him/her in respect of his/her pension a representative may be appointed to sign on his/her behalf. All applications for such a facility must be accompanied by a medical certificate testifying to the pensioner's condition.
Married Quarters	Traditionally, married soldiers have had the option, depending on availability, of living with their families in houses owned by the Department of Defence. These houses are known as Married Quarters.
Overholder	A person who remains in unauthorised occupation of married quarters after his/her discharge from the Permanent Defence Force. The pension or gratuity due may be withheld until such time as the person vacates quarters.
Parliamentary Questions	May be posed to the Minister by other members of the Dail, for written or oral answer in the Dáil Chamber. Answers to questions which concern a particular Branch are prepared by that Branch. Details of all such questions and Minister's answers are kept in the Department.
Pension Account Number	Each pensioner who is in receipt of a payment is allocated a unique

	<p>identification number in respect of each separate pension and/or allowance. This number is separate from their Army Number. The Pension Account Number should be quoted in all communications with the Department to facilitate the speedy processing of any query.</p>
Pension Adjustment Order	<p>An order granted by a Court directing that some or all of a person's superannuation benefits should be paid to the his/her spouse and/or dependent children. Such orders may be granted only if a decree of judicial separation or divorce is obtained. Where a PAO is granted, it over-rides the provisions of the superannuation arrangements to the extent necessary to secure payment under the order in respect of the member's retirement and/or death in service benefits including spouses' and children's benefits.</p>
Pensions Declaration Form (PD)	<p>This form is issued annually to each pensioner to ascertain if he/she continues to be entitled to pension. Failure to complete a PD will lead to the pension payment being suspended.</p>
Perambulation	<p>Periodically, the Department's properties are 'perambulated'. This means that the state of the property and its boundaries are checked to ensure that records about the property are accurate.</p>
Planning	<p>In certain places close to military installations, and for security or safety reasons, the Department is consulted by the relevant local authority before planning permission is given to build or to extend or change the use of existing buildings.</p>
Policy	<p>This is information held on the formulation and implementation of Government policy, which can evolve from a wide range of sources, including, for example, election commitments or Ministerial instructions.</p>
Representations	<p>Elected representatives may make representations on behalf of their constituents, other persons or, of organisations.</p>
Sales/Disposals	<p>When a decision is made to dispose of a property or of a group of properties, files are opened in Property Management Branch containing all details of the sales/disposals process. Not all disposals are sales. It may happen, for example, that a piece of Department property deemed surplus to requirements is given free</p>

	of charge to a local authority for some purpose e.g. road widening, considered to be in the public interest.
Sheep Rights	Sheep grazing rights for the Curragh are appurtenant to certain lands in townlands adjacent to the Curragh, and may only be exercised subject to the conditions stipulated in the Curragh of Kildare Acts and Bye Laws
Superannuation benefits	The collective term given to retirement benefits by way of (a) occupational (and spouse's & children's) pension and (b) retirement (or death) gratuity.