

NOTICE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000): OFFICE OF THE MILITARY OMBUD

1. In accordance with section 15(1)(a) of the Promotion of Access to Information Act, 2000 (PAIA), the Office of the Military Ombud hereby publishes a Notice regarding categories of records that are automatically available without a formal request for access in terms of section 18 of the Act.

2. CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE

2.1. The following records are available for inspection, purchase, or copying, without having to complete and submit the PAIA Form A (Formal Request Form):

MILITARY OMBUD AUTOMATICALLY AVAILABLE RECORDS	
<p>OPERATIONS (Intake and Analysis; Investigations; Research and Development)</p>	<ul style="list-style-type: none"> • Complaints Handling Manual • Research Policy • Research strategy • Research papers • Surveys
<p>CORPORATE SUPPORT (Financial Management; Human Resource Management; Policy, Strategy and Planning)</p>	<ul style="list-style-type: none"> • Financial controls • Treasury Regulations • Finance Procedure Manual • MTEF guidelines <hr/> <ul style="list-style-type: none"> • Guidelines on the recruitment and selection process in DPME • Job evaluation guide

MILITARY OMBUD AUTOMATICALLY AVAILABLE RECORDS	
	<ul style="list-style-type: none"> • Staff establishment (Organogram)
	<ul style="list-style-type: none"> • Policies • Strategies • Strategic Plans • Annual Performance Plans • Annual Activity Reports • Quarterly Performance Reports
COMMUNICATIONS	<p>Publicity and Marketing Material</p> <ul style="list-style-type: none"> • Banners • Posters • Brochures • Outreach Programme <p>Publications</p> <ul style="list-style-type: none"> • Military Ombud Act, 4 of 2012 • Military Ombud Complaints Regulations, 2015 • Communication and Marketing Strategy and Plan • Military Ombud Corporate Identity Manual • Frequently Asked Questions

MILITARY OMBUD AUTOMATICALLY AVAILABLE RECORDS	
	<p style="text-align: center;">Media</p> <ul style="list-style-type: none"> • Media Statements • Radio and TV Interviews • Printed Media Adverts • Opinion Articles

3. MANNER OF ACCESS TO AUTOMATICALLY AVAILABLE RECORDS

3.1. These records may be obtained as follows:

- 3.1.1. **Inspection at the Office of the Military Ombud** during normal working hours;
- 3.1.2. **By post or e-mail** upon request;
- 3.1.3. **On request by telephone** (selected categories, where applicable);
- 3.1.4. **Online (where applicable)** via the official Military Ombud website.
- 3.1.5. Access to automatically available records is free of charge, except where prescribed fees apply for photocopying, printing, or postal delivery, as per the PAIA Regulations. **A fee schedule is available on request.**

4. CONTACT DETAILS FOR ACCESS

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Military Ombud

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Vacant

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