

Government of the Republic of Trinidad and Tobago

**Public Statement of Trinidad and Tobago Defence Force**

In Compliance with sections 7, 8 and 9 of  
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) Trinidad and Tobago Defence Force is required by law to publish the following statements which list the documents and information generally available to the public.

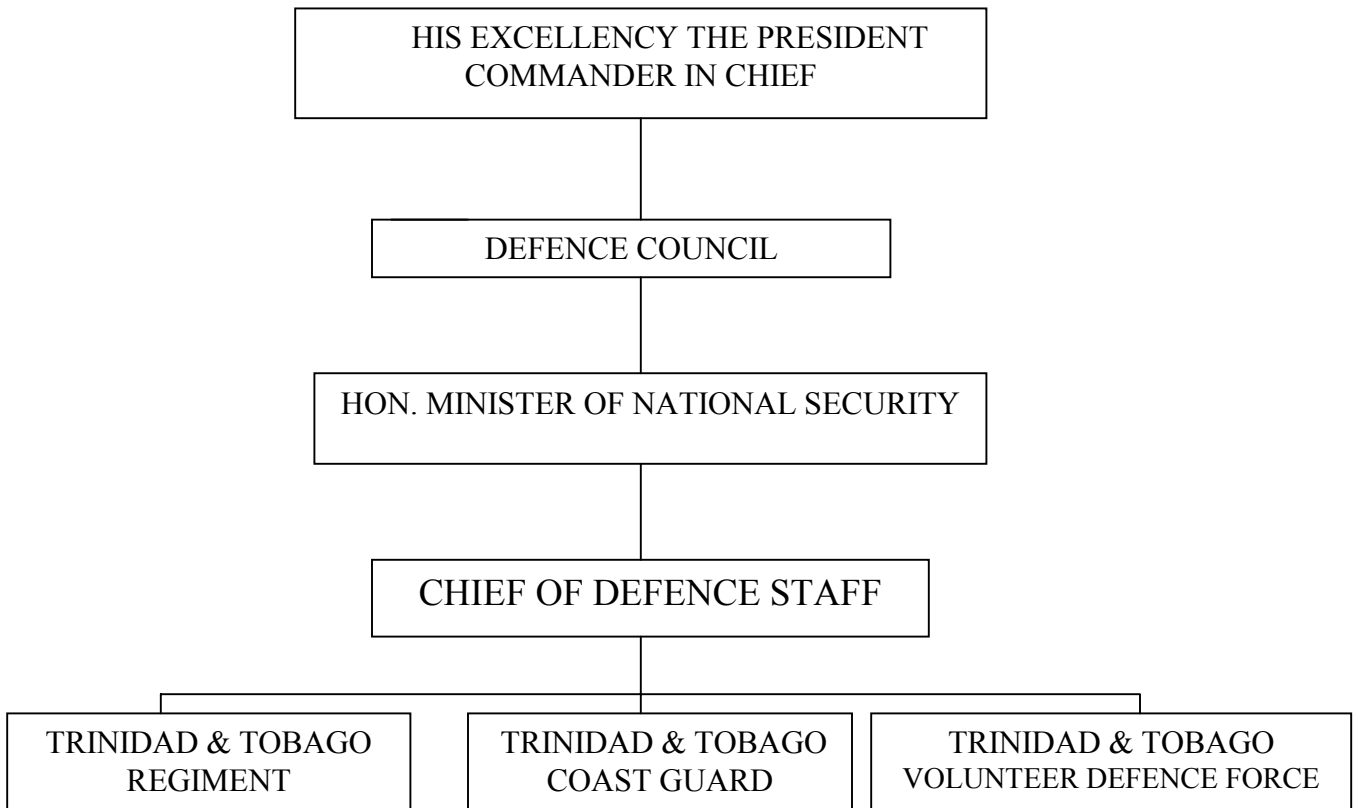
The Act gives members of the public:

- (1) A legal right for each person to access information held by the Trinidad and Tobago Defence Force
- (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 adverse decisions made Regarding an applicant's request for information under the FOIA.

**Section 7 Statements**

**Section 7 (1) (a) (i):                      Function and Structure of the Trinidad and Tobago Defence Force.**

**CHAIN OF COMMAND**



**Mission Statement:**

*To defend the sovereign good of The Republic of Trinidad and Tobago,  
Contribute to the development of the national community and support the  
State in the fulfillment of its national & international objectives.*

**Vision**

*We at the Trinidad and Tobago Defence Force are dedicated to becoming  
The best Defence Force in the Caribbean region with expertly trained and  
Equipped personnel to effectively respond and to fulfil each of our  
National, regional and international obligations.*

*We believe that one of our fundamental duties is to contribute to  
Community and national development, while continually moulding  
Exemplary individuals building superior military organisation that  
Represents excellence, diversity and versatility.*

**Role and functions of the Trinidad and Tobago Defence Force:**

- To defend the sovereign good of the Republic of Trinidad and Tobago.
- To co-operate with and assist the civil power in maintaining law and order.
- To assist the civil authorities in times of crisis or disaster.
- To perform ceremonial functions on behalf of the state.
- To provide Search and Rescue services in keeping with national requirements and under international agreements.
- To assist in the prevention of trafficking in narcotics and other illegal goods.
- To safeguard and preserve the living and non-living resources in the waters under national jurisdiction.
- To monitor the safety of shipping in national waters.
- To assist in the development of the national community.

**Section 7 (1) (a) (ii): Categories of Documents in the possession****Trinidad and Tobago Defence Force.**

1. Files dealing with administrative support and General Administrative documents for the operations of the Defence Force.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Defence Force.
4. Financial Records (cheques, vouchers, receipts, journals etc).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues.
8. News Releases, speeches originating in the Defence Forces.
9. Policy and Procedure Documents.
10. Internal and External correspondence files.
11. Customer files.
12. Documents relating to strategic review of the Defence Force Information Technology Strategy and Training Plans.
13. Legislation and Legal Instruments.
14. Legal Opinions and related matters.
15. Files dealing with training - local and foreign and technical co-operation.

16. Minutes/Agenda of meetings.
17. Files dealing with Circulars, memoranda, notices, bulletins, etc.
18. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical,

**Section 7 (1) (a) (iii): Material Prepared for Publication or  
Inspection**

The public may inspect and/or obtain copies of the following material between the hours of 0800 hrs and 1500 hrs on normal working days at:

Location Defence Force Headquarters, Airways Road, Chaguaramas.

Telephone numbers 634-4554, 634-4532, 634-3347 and 634-1274

Fax Number 634-1574

E-mail Address - J6C@Trinidad.net

**Section 7 (1) (a) (iv)** not available

**Section 7 (1) (a) (v):**

**Procedure to be followed when accessing a Document from the Public Authority**

How to Request Information:

- *General* - our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form.
- *Addressing Request.* - To facilitate prompt handling of your request, please address it to the Designated Officer of the Trinidad and Tobago Defence Force.
- *Details in the Request.* - Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

### Requests not handled under the FOIA

- A request under the FOIA will not be processed to the extent that it asks for information, which is currently available to members of the public, either from this public authority or from another public authority, for example brochures and pamphlets etc.

### Responding to your Request

- Retrieving Documents. The public authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.
- Furnishing Documents.

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

### Time Limits

- *General.* The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.
- *Time Allowed.* We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15

of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

- *Fees and Refunds.* The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the documents/s requested.

**Section 7 (1) (a) (vi): Officers in the Defence Force Responsible for:**

- (1) **The initial receipt of and action upon notices under section 10**
- (2) **Requests for access to documents under section 13 and**
- (3) **Applications for corrections of Personal information under Section 36 of the FOIA.**

**The Designated Officer(s) is/are:** Job Title: Welfare Officer  
Name: Sub Lt. Dereck Herbert  
Address: (work) 31 St Vincent St. POS  
Tel/fax numbers: 623-7687  
E-mail address: J6@ Trinidad.net

**The Alternate Officer(s) is/are:** Job Title: Legal Officer  
Name: Major A. Mondesir  
Address: (work) DFHQ, Airways Rd  
Chaguaramas  
Tel/fax numbers: 634-1574  
E-mail address: J6@ Trinidad.net

**Section 7 (1) (a) (vii) Not applicable**

**Section 7 (1) (a) (viii): Library/Reading Room Facilities**

Information available to members of the public can be accessed in our library or through our website J6Trinidad.net. You may make general enquiries to our Librarian/Clerk at telephone Number 634-4554.

The Library/Reading Room is located at Defence Force Headquarters, Airways Road, Chaguaramas.

The Library/Reading Room is open to the public from Mondays and Wednesdays between the hours 1200 hrs to 1500 hrs.

Policy of the Defence Force for provision of copies of documents held in the Library.

- Charge for Photocopies is 50 cents per page however if you provide your own paper no fee will be charged.
- Certain provision of documents may be subject to a small charge to cover administrative costs. An Index of prices is available in the Library.
- No smoking, eating or drinking is allowed in the Reading Room/Library.

**Section 8**

**Not applicable**

**Section 9**

**Not applicable**