Ministry of Defence

Personnel Security & Vetting Guide

A guide to help people understand and follow Defence Personnel Security and Vetting rules

STAY SAFE KEEP SECURE

Good Personnel Security is vital to Defence

This guide summarises the key personnel security rules everyone in Defence is expected to follow - regardless of grade, rank or status. People who break these rules can expect action to be taken against them. The rules have been grouped under the following 3 main headings:

General Rules for Good Personnel Security

Individual responsibilities during the vetting process and on-going personnel security

Line Management responsibilities

This guide also identifies certain **"Red Line"** rules – things people should never do because they pose a major personnel security risk. Breaches of these rules are likely to attract serious action even for a first offence.

Policy guidance on Personnel Security is set out in The Defence Manual of Security, JSP 440. Everyone should be aware of the general rules for Good Personnel Security which are summarised below.

This guide also contains:

- Tips and advice
- Where to find more information

General Rules for Good Personnel Security

⚠ **You must** know the level of security clearance you hold. Information on your security clearance can be found on HRMS, JPA or via your Sponsor.

⚠ **You must** be aware of the level of access and type of information your security clearance allows.

⚠ **You must** ensure that your security clearance is valid and ensure prompt action is taken to ensure it does not expire (unless it is no longer needed for your current role).

⚠ **You must** discuss and report any security breaches or out of character/suspicious behaviours of staff or colleagues to your Line Manager/Commanding Officer or Branch Security Officer (BSO).

⚠ **You must** comply with any security enquiries/ investigations.

⚠ **You must** know who your BSO is.

⚠ **You must** ensure you know which countries are of 'special' security concern to the UK and make sure that you get a security brief before travelling to any of them. Seek advice before having close contact with a national from these countries.

⚠ **You must** report any suspicious activity or approaches when in the UK or abroad to your local BSO.

⚠ You should know your staff and know the people you work with so that you can recognise changes in behaviour (that may not be security related).

⚠ **You must** report any new police cautions/criminal convictions to your Line Manager or Commanding Officer.

⚠ **You must** complete an annual Security Appraisal Form (SAF) (DV and Enhanced SC holders only).

⚠ **You must** never wear your work pass outside of official establishments.

⚠ **You must** never carry MOD ID on overseas private trips.

⛔ **You must** comply with the vetting process.

⛔ **Do not** post details of your security clearance or employment details online or via social media, e.g. on LinkedIn, Facebook and Twitter.

Individual Responsibilities

Supporting the vetting process:

⚠ **You must** know your security clearance level.

⚠ **You must** take prompt action to re-new your security clearance at least 6 months before it is due to expire.

⚠ **You must** provide relevant personal information to the sponsor to allow the vetting process to begin.

⛔ **You must** complete your form(s) promptly, honestly, accurately and completely within the timescale set by United Kingdom Security Vetting (UKSV).

⚠ **You must** make yourself available to be interviewed by a Vetting Officer when required.

⚠ **You must** make sure your referees (character and supervising officer) are aware of the vetting process and that they are available to be interviewed.

⚠ **You must** ensure you have all the required documentation for inspection at interview.

⚠ **You must** respond promptly to any correspondence from UKSV.

You must be open and honest in your vetting interview and ensure you do not withhold any information that might be relevant to the vetting process.

Reporting changes once vetted:

You must report any changes in personal circumstances to UKSV (Form NSV 004) (e.g. marital status, co-habitation, civil partnership, lodgers etc).

You should proactively report to UKSV any other changes or issues that could affect your security clearance (i.e. medical or lifestyle).

You may need to tell your Line Manager about your personnel security risks that have been identified during the vetting process.

You must complete Part 1 of the annual SAF (DV and Enhanced SC holders only).

Reducing personal risks:

You are expected to take action (where possible) to reduce personal security risk and not to expose yourself to increased risk.

You should take proactive action, including seeking expert advice, e.g. to put finances in order, to reduce vulnerabilities.

You should seek medical help for addictions or illness to control symptoms.

You should remove yourself from people, places or situations that give rise to personal security risks (e.g. drugs, criminal activity, associations or connections, illegal activity or blackmail).

Line Manager Responsibilities

Apply the appropriate security clearance level to the post in line with MOD policy and review regularly, updating HRMS / JPA where appropropriate.

Ensure your staff have the correct level of security clearance for the post/role they fill.

Encourage swift completion of vetting forms.

Know your staff and be able to identify changes or patterns in their behaviour and report concerns where necessary (eg. through SAF or Aftercare Incident Report (AIR).

Be familiar with the 2015 DIN 02-004 and its potential impact on individuals National Security Vetting status.

Complete Part 2 (Supervising Officer) of the annual SAF on your staff who hold DV and Enhanced SC clearance.

Participate (when necessary) in the day-to-day personnel security risk management of staff.

Above all don't delay and don't be afraid to report concerns

Tips and Advice

Discuss the post security clearance requirements with your Line Manager to ensure it is necessary for you to go through the vetting process.

Make yourself available for vetting interviews.

Avoid revealing to strangers that you work in Defence, especially if you work in a sensitive area. If you have to mention your work be generic about what you do.

Consider printing a copy of your completed security questionnaire for your own records before submitting. As a last resort you can request a copy of your previous completed questionnaire for reference through the Subject Access Request process.

Remember that there is a greater risk of your mobile phone and internet communications being targeted in overseas locations.

If in doubt contact your BSO or Principal Security Adviser (PSyA) for advice and guidance.

Be careful what personal information you divulge online or via social media.

Where to find more information

MOD Personnel

UKSV Intranet Page:

http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/HOCS/Organisations/Orgs/DBS/NSV/Pages/NationalSecurityVetting.aspx

Forms and Guidance:

http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/HOCS/Organisations/Orgs/DBS/NSV/Pages/DBSNSV-SecurityFormsGuidanceNotes.aspx

JSP 440 Part 3-Personnel Security (in revision)

Extant policy can be found under 'Related Links'

http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/HOCS/Organisations/Orgs/DGTCS/DBR/Pages/DefSyPersSySec-DefenceSecurityPersonnelSecurityandSecretariat.aspx

UKSV Enquiry Centre: Civilian: 01904 662644
Military: 94777 2644

2015 DIN 02-004: Reporting of security incidents and the recording of sanctions.

Key

Tips and advice

Rules
These rules explain what you are expected and required to do to maintain good security. Failure to follow these may result in disciplinary or other action.

Red line rules
These are the Red Line Rules. People who break these rules are likely to face major disciplinary and/or other action, including possible removal of Security Clearance even for a first breach.