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Ministry
of Defence

DBS-NSV Customer Bulletin

Issue 6 December 2014

Guidance and Hot Tips for Vetting Sponsors

Business Development and Improvement

On 30 November as part of the ongoing improvements that NSV are looking to deliver we released a change to the sponsor portal which we have already received very positive feedback on.

This change creates additional search and filtering facilities within the sponsor home page which provides an enhanced ability to search subject applications. Sponsors can search via subject surname, date of birth and staff/service number as well as the case ID and sponsor reference and searches will retrieve all applications held on the portal for any given search, not just the most recent applications.

The sponsor portal allows cases to be filtered by portal case status and cancellation deadline, that is, the date at which a case will be cancelled if subject/sponsor forms remain incomplete, it also allows filtering through use of a list box, where set values can be chosen that can condense results to show only cases with a cancellation deadline within the selected time frame. The set values include 'Cancelled', 'less than 3 days', 'less than 7 days', 'less than 14 days' and 'less than 30 days'.

For a super sponsor user, the default value of filtering applications has changed from 'Mine only' to 'All my organisation's'. This change alters the results table displayed to include a new column for 'completion date'. This shows the date at which a case has been set to completed, if it has not yet dropped off the portal. 'Cancellation date' has also been included as a new column. A feature that allows a sponsor to export table results to Excel has also been incorporated.

Also, the new HTML CTC e-Form is now live with the SC and DV forms to follow in the New Year. This will resolve the majority of the technical issues experienced with the Adobe version.

MOD SUBJECTS COMING TOWARDS THE END OF THEIR SERVICE.

Sponsors are reminded that in accordance with MOD policy, they should not create new clearance requests for subjects who have less than 12 months of service left. In these instances the sponsor should contact NSV to arrange for an extension to be added to their current clearance so that it expires on the last day of service. This applies to all levels of clearance, with the exception of NATO certification where NSV is unable to extend the clearance length.

By following this instruction, sponsors will assist NSV in concentrating their resources on those cases that will be expected to last for their full length rather than those that will last for less than a year.

Requests by subjects to go through the clearance process in their last 12 months so that they have a current clearance for their future role, must only be initiated in the most exceptional circumstances, with SLC approval. Subjects should only be cleared where there is a current valid reason for the subject to access Protectively Marked material or sites over and above that permitted by BPSS.

Your assistance in ensuring that clearances are only applied for in the correct circumstances will help to ensure that essential clearances are processed in the desired time-frame.

DBS NSV Enquiry Centre Christmas opening times:

DBS NSV will be open on all but the public holidays over the festive period. Please note that there will be a reduced service on 24th, 29th, 30th and 31st December (0900—1500hrs). Normal opening will resume on Friday 2nd January 14.

We would like to wish all our Customers a very Happy Christmas.