



Ministry  
of Defence



# International Visits Control Office Guidance Notes for MOD List X Contractors

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## **International Visits Control Office Guidance Notes for MOD List X Contractors**

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## **Introduction**

1. The International Visits Control Office (IVCO) is a part of the United Kingdom Ministry of Defence (MOD). Located within the Defence Equipment & Support (DE&S), Principal Security Advisers Organisation it has two main functions:

- a). **IVCO Outward**: dealing with visits by UK MOD List X Industry representatives to overseas locations where the discussion involves protectively marked information relating to Defence Projects; Programmes or Contracts.
- b). **IVCO Inward**: dealing with visits by foreign nationals to UK MOD establishments and MOD List X sites.

2. IVCO is not responsible for processing requests for visits to Service establishments of the UK Armed Forces. Such visits are the direct responsibility of the Service Security Authority concerned. However, should a proposed visit include visits to both Service and Defence Headquarter and MOD List X sites, IVCO is responsible for the coordination of the visit request and where appropriate will liaise with the relevant Service/MOD Security Authorities. IVCO is also not responsible for processing requests for visits to other government departments or non MOD List X sites.

## **Services to Defence Industry**

3. IVCO provides a number of transactional services to Defence Industry:

- a). Assisting MOD List X Contractors in providing assurance and confirmation of clearance status for visits overseas, which will allow them access to the facility to be visited and to have access to protectively marked information.
- b). Establishing and maintaining records of the staff of MOD List X Contractors to meet requests for security assurances from foreign governments or international defence organisations.
- c). Acting as a focal point to liaise with the MOD Project Team to ascertain the permitted levels of access to UK protectively marked information by foreign visitors to UK Defence Establishments and MOD List X sites.

## **Governance Procedures**

4. IVCO services and processes are governed by a number of regulatory procedures and international agreements, primarily:

- The Cabinet Office Security Policy Framework;
- The Letter of Intent (LOI) Framework Agreement;
- Bi-lateral Security Agreements/Arrangements
- The Declaration of Principles between the United Kingdom and the United States of America;
- The security policies and regulations required by International Organisations such as the North Atlantic Treaty Organisation (NATO) and:
- Procedures for countries acting under the auspices of the Multi-National Industrial Security Working Group (MISWG).

## The Cabinet Office Security Policy Framework

5. The Security Policy Framework (SPF) describes the security controls to be applied to UK Government assets. It focuses on requirements that are necessary to achieve a proportionate and risk managed approach to security that enables government business to function effectively, safely and securely

### Letter of Intent Framework Agreement (LoI)

6. On 6 July 1998 the Defence Ministers of France, Germany, Italy, Spain, Sweden and the UK signed a Letter of Intent (LoI) designed to facilitate defence industry restructuring in Europe. The LoI set up six specialist Working Groups to examine the main areas where government was committed to identifying concrete proposals to remove some of the barriers to restructuring. The LoI Framework Agreement signed on 27 July 2000 at the Farnborough Air Show consolidates the results of these Working Groups.

7. Visits between the LoI Framework Agreement countries that involve access to shareable national information classified up to SECRET are to be arranged between the Facility Security Officers (FSO) of the facilities concerned using the LoI Request for Visit (RFV) form (Annex A). Visits or attachments to UK defence contractors of over 21 consecutive day's duration require prior approval from IVCO. This notification **must** be provided to IVCO by the FSO of the MOD List X facility being visited at least 2 working days before the intended start of the visit. The LoI visit Framework Agreement procedures do not apply to visits related to protectively marked information belonging to any other UK Government department or to a third party e.g. NATO

### Principles

8. The LoI procedures apply to contractors and military or civilian representatives of the Framework Agreement Party who need to undertake visits to the following facilities:

- a). A government department or establishment of another Framework Agreement Party
- b). The facilities of a trans-national or other defence company or their sub-contractors located in one or more of the Framework Agreement Parties

9. Visits where there is a need to access shareable protectively marked information graded CONFIDENTIAL or above, are subject to the following conditions:

- a). The information is approved by the MOD as shareable. In cases of doubt advice should be sought from the relevant Project Team.
- b). The visit has an official purpose related to defence activities of one or more of the Parties and they both agree that there is a need for the visit.
- c). The facility to be visited has an appropriate Facility Security Clearance (FSC).
- d). Prior to arrival at the facility, the FSO of the requesting (sending) facility must provide details of the visitors and confirmation of the visitors Personnel Security Clearance to the receiving facility using the LoI RFV form.
- e). To confirm identity the visitor must be in possession of an ID card or passport for presentation to the security authorities at the receiving facility.

10. The receiving FSO must ensure that accurate and full records are kept of all visitors, including their name, the organisation they represent, date of expiry of the Personal Security

Clearance, the date(s) of the visit(s) and the name(s) of the person(s) visited. Such records are to be retained for a period no less than five years. UK MOD reserves the right to audit these records to ensure compliance.

11. Visits between the Lol Framework Agreement countries that involve access to shareable information classified RESTRICTED can also be arranged between the facilities concerned and can take place without the submission of a Lol RFV form.

### **Bi-lateral Security Agreements/Arrangements**

12. The UK has negotiated a number of bi-lateral Security Agreements/Arrangements with other countries, a full list of which can be found at Annex B to the International Protective Security Policy Chapter of the SPF. These Agreements/Arrangements place specific obligations on the participants for the protection of protectively marked information and detail the requirements that have to be followed for international visits to government and contractor facilities in the countries of the participants which involve access to protectively marked information. The visit procedures contained in these bi-lateral Security Agreements/Arrangements may vary depending upon the other country concerned but in general, the UK does not require the submission of an RFV to be submitted for inward visits by representatives from overseas governments and contractors from MISWG nations where access is not higher than RESTRICTED. Other than the special arrangements under the Lol Framework Agreement mentioned above all inward visits at the level of CONFIDENTIAL and above require MOD approval and therefore the submission of an RFV through the relevant London Embassy/High Commission or other mutually agreed alternative route to IVCO.

### **The Declaration of Principles between the United Kingdom and the United States**

13. The Declaration of Principles (DoP) is a UK/US Government initiative to improve the co-operative framework between the two countries with the aim of facilitating collaboration between defence contractors in the two countries. The UK & US Governments recognise the need to maintain adequate and appropriate security provisions for the protection of protectively marked information in UK & US contractor facilities. For security, the UK MOD and the US Department of Defence (DoD) agreed an Implementation Arrangement (IA) for Operations between the MOD and DoD and their respective defence industries. The IA supplements the 1961 Security Agreement between the two countries and was signed on the 27<sup>th</sup> January 2003.

### **Principles**

14. All outward RFVs to US DoD establishments must be submitted through IVCO.

15. Visits to or from the USA involving the access/exchange of information marked Confidential or above will require the prior approval of both participants and the existing RFV form must continue to be submitted.

16. Programmes that involve visits related to contracts conforming to a bilateral programme conducted under a Memorandum of Understanding (MoU), or related to commercial contracts that have been approved by governments, may be processed as a visitor block list.

- a). A Block List should be developed by each participating contractor facility of those individuals who are participating in the programme or contract.
  - i). In some instances, it may be feasible for a group of companies working on the same programme or contract to join together and submit a single list. Advice must be sought in the first instance from IVCO.

- ii). Visit authorisations under this procedure will be valid for the duration of the programme and there will be no limit on the number of visitors authorised.
- iii). The list of visitors must be checked annually by the requesting facility to ensure that there remains a requirement for all persons to continue to be included.
- iv). The addition & deletion of names must be submitted on separate sheets, and each must be clearly marked as Addition or Deletion. The reference number of the original request must be provided.
- v). Upon approval of the visit request by the UK and US Governments, direct arrangements may be made for visits to the participating contractor facilities and government organisations.

17. Visits to Contractor facilities that involve access to, or the exchange of information at the UNCLASSIFIED or UK RESTRICTED levels do not require the approval of the Designated Security Authorities (DSAs) and may be arranged directly between the security officials of the sending and receiving facilities.

18. It is the responsibility of the host site to ensure that the visitor is escorted at all times and is not allowed access to information or areas for which a need-to-know has not been established.

**Multi-national Industrial Security Working Group (MISWG)**

19. The Multi-national Industrial Security Working Group (MISWG) was created in 1985 as an informal body to develop common measures for the protection of classified information with regard to non-NATO Multi-national Defence Programs and international industrial security matters. MISWG is composed of representatives of the security authorities of those departments of participating countries that deal with international industrial security matters. The role of the MISWG is to achieve commonality of security practices and procedures for the exchange of classified and certain unclassified information. MISWG also provides a forum to discuss ways to adapt security practices to continuing changes in the overall security environment, defence industry trends and international industrial security.

20. The following countries are currently MISWG participants:

Albania	Australia	Austria	Belgium
Bulgaria	Canada	Croatia	Czech Republic
Denmark	Estonia	Finland	France
Germany	Greece	Hungary	Israel
Italy	Latvia	Lithuania	Luxembourg
Netherlands	New Zealand	Norway	Poland
Portugal	Romania	Slovakia	Slovenia
Spain	Sweden	Switzerland	Turkey
United Kingdom	United States		

**North Atlantic Treaty Organisation (NATO) Members**

21. Current NATO Member Countries are:

Albania	Belgium	Bulgaria	Canada
Croatia	Czech Republic	Denmark	Estonia
France	Germany	Greece	Hungary
Iceland	Italy	Latvia	Lithuania
Luxembourg	Netherlands	Norway	Poland
Portugal	Romania	Slovakia	Slovenia

## **IVCO Visits Procedures**

### **Outward Visits**

#### **Principles**

22. It is the responsibility of IVCO to process visit requests (Annex B) by MOD List X contractor staff that are required to undertake visits to overseas government or contractor establishments and NATO HQ & NATO Agencies where the discussion will involve protectively marked information relating to defence programmes or contracts.

#### **Procedures**

23. Visits where access is required at CONFIDENTIAL or above:

- a). Except for visits between the Parties to the Lol Framework Agreement relating to shareable information or where exceptionally special arrangements are made, such as those related to the Typhoon programme communicated in List X Notice 2012/07, all RFVs must be submitted to IVCO where access is required to information marked CONFIDENTIAL or above.

24. Visits where access does not exceed RESTRICTED:

- a). RFVs **must** be submitted to IVCO, for any visits to any country not listed at 23. a). even though the level of access/discussions would not exceed RESTRICTED level and where information related to Defence Projects; Programmes or Contracts information is being discussed.
- b). IVCO no longer require RFVs to be submitted for visits to defence establishments or defence contractor sites, located in Belgium, Czech Republic, Luxembourg, Netherlands, Portugal, and any of the Lol Framework Agreement Countries or to defence contractors located in the US.
- c). This ruling is applicable to one time and intermittent visits of less than 21 consecutive days only. Attachments in excess of 21 consecutive days, regardless of the level of information involved, will still require a RFV to be submitted to IVCO.
- d). UNCLASSIFIED or RESTRICTED visits undertaken without an RFV cannot be converted to cover any information marked CONFIDENTIAL or above without the visitor requesting that his NSA/DSA submits an RFV to IVCO in the normal manner. IVCO will still require the normal working days notice period for the country concerned to enable the RFV to be processed.
- e). One-time and recurring visits conducted without the submission of an RFV cannot be converted to an attachment without an RFV being submitted to IVCO.

#### **Amendments**

25. The following applies to amendments to visit requests :

- a). It is not permitted to extend the dates of a visit if the change will result in the visit being valid for longer than 1 year. Likewise, dates cannot be amended to bring the start date of a visit forward to an earlier date.

- b). A visitor can be added to an RFV that originally requested visits to a number of sites, even if they will be required to only visit one of the sites. There is a maximum of 10 amendments allowed per visit request and 100 people per amendment.
- c). Deletions of visitors from RFVs should be passed to IVCO as an amendment so that they can be removed from any on-going visits.
- d). Termination of employment should be treated as a deletion and actioned as at 25). c).

### **Emergency Visits**

26. IVCO are aware that urgencies to undertake a visit arise and in such circumstances a visitor may not have the required number of days notice in which to submit an RFV. If this is the case then an emergency visit can be requested. For an emergency visit the required lead-time can be exceptionally cut to 10 full working days. However, the following should be noted.

- a). An emergency visit can only last for a maximum of 30 days.
- b). The visit must be related to an official government programme, request for tender offer (e.g. submission of, or amendment to a bid or proposal or attendance at a pre-contract negotiations or bidders conference).
- c). The visit must be in response to an invitation of a host government official and is in connection with an official government project, programme or contract (see paragraph 27). below).
- d). A programme, project or contract opportunity will be placed in jeopardy if the RFV is not submitted as an emergency.

27. IVCO require a letter from the host advising that an emergency RFV is to be submitted and providing full justification for the request. This should then be attached to the RFV.

28. IVCO will always be prepared to consider a legitimate emergency visit application but such requests will be stringently vetted by IVCO and the receiving Government security authority. Accordingly they should only be submitted for the most genuine and pressing of reasons. The following examples do not justify the use of the emergency visit procedure.

- a). Courtesy calls.
- b). Arriving at sites uninvited.
- c). Administrative oversights on the part of the requesting facility.
- d). Seniority or rank.

### **USA Visits General Advice**

29. For visitors to the US the following general points should be taken into account:

- a). The US minimum lead-time is 30 working days. This means that the RFV must be in the US DoD visit system at least 30 working days prior to the requested start date of the visit. To process the RFV via the British Embassy Washington this means that the RFV **must** be submitted to IVCO at least 35 working days prior to the start date of the visit.
- b). A fax number (and e-mail address if known) for the US Point of Contact (PoC) is

essential and they must always be a US national. Failure to provide a fax number could lead to immediate rejection of the visit by the US Authorities.

- c). The US PoC must be aware of the visit and must still be in post and working on the site to be visited.
- d). There must be a DoD PoC if there is a requirement to see protectively marked information. If there is no DoD PoC, the US Company must have either an Export License or Technical Assistance Agreement or other relevant approvals in place. This should be quoted in the subject field of the RFV.
- e). Zip codes (postcodes) must be supplied for all sites. Failure to provide them will result in the immediate rejection of the RFV by the US Authorities.

### **NATO Visits General Advice**

30. For visitors to NATO the following general points should be taken into account:

- a). A separate visit request is required for each visit to NATO HQ or NATO Agencies.
- b). An annual pass (Annex C) will only be permitted if the visitor requires regular access at least twice a month, each month.

### **Attachments or Extended Visits**

31. For attachments or extended visits the following applies:

- a). Visits where a visitor would remain resident within a country for 21 consecutive days or longer are considered to be an attachment.
- b). Attachments should be applied for on the normal RFV forms.
- c). The lead-time for such requests will be the same as for other types of visit.
- d). Attachments can be valid for a period of up to one year's duration. If the visit extends beyond the one year period a new request should be submitted.
- e). Groups of visitors on attachment can be submitted as a block list, provided that all the visitors will be resident at the same site for the same period of time.
- f). Visits to other sites must be submitted on a new RFV form as individuals may only be attached to a single site.

### **General Points for Outward Visits**

32. The following general points should be considered for all outward visits:

- a). There is to be only one subject per visit request.
- b). If using any acronym, ensure that it is fully explained and that it is recognised in the country being visited.
- c). The visitor's security clearance level **must** be recorded as either TOP SECRET (TS)/SECRET (S) or CONFIDENTIAL (C) and not DV or SC.

- d). Norway - Recurring visits can only run to the 31 December of the year of submission. If there is a requirement for the visit to continue past 31 December, then a new request will need to be submitted.
- e). NATO Agencies (NETMA, NC3A etc) – Each visit must be a separate request.
- f). The Maximum number of visitors per visit is 100 (amendments can be made as and when necessary).
- g). Block lists containing the names of visitors that will have a requirement to undertake recurring visits to a particular facility on a specific over a annual period may be submitted on the standard RFV form.

### Personal Index Card

33. An up to date Personal Index Card (Annex D) is required to be provided to IVCO to ensure the accuracy of the details held on the IVCO database for each visitor, primarily National Security Vetting details. This will help to facilitate future visit applications for the individual. Instructions for the use of Index Cards are as follows:

- a). You should indicate if the card is a new record or if it is an amendment to a previously issued card, and the change(s) should be highlighted.
- b). A valid Proof of Vetting (POV) number and date must be quoted. It is important to remember that the clearance must be equal to, or greater than, the classification of the subject to be discussed.
- c). A NATO certificate (attached to the clearance) will be required for access to NATO information. This should be requested from Defence Business Services National Security Vetting (DBS NSV).
- d). If the person for whom the card is being completed is acting as a consultant to your company, this should be clearly identified on the card.
- e). The Personal Index Card information will be retained until the company notifies IVCO that the security clearance(s) is/are no longer required.

### Lead Times

34. Leads times (in weeks) for visits to MISWG member countries are:

Australia	6	Italy	5
Austria	5	Luxembourg	4
Belgium	5	Netherlands	4
Canada	6	New Zealand	4
Czech Republic	4	Norway	5
Denmark	4	Poland	4
Finland	4	Portugal	5
France	5	Spain	6
Germany	4	Sweden	4
Greece	5	Switzerland	5
Hungary	4	Turkey	4
Iceland	4	United Kingdom	3
United States	6		

35. Lead times (in weeks) for visits to other countries/international organisations are:

Bahrain	4	Oman	4
Brazil	5	Qatar	4
Brunei	4	Russia	4
Bulgaria	5	Saudi Arabia	4
Croatia	6	Singapore	5
India	4	Slovakia	4
Israel	4	South Africa	5
Japan	5	UAE	4
Kuwait	4	NATO Agencies	4
South Korea	5	NATO HQ	1

### **Points to Note: Outward**

36. Sections 1 - 10 of the RFV must be fully completed prior to submission to IVCO, if this is not the case the form will be rejected by IVCO and a new application will be required to be submitted.

37. Always ensure that Section 3 has the full contact details of the host site inc telephone, fax and e-mail. If this information is not provided, the request will be rejected.

38. If this visit is an amendment, in Section 1 please state what IVCO reference number you are amending. Also state which amendment number you are submitting (e.g. Amendment 1, Amendment 2)

39. For all emergency visit requests, 10 full working days must be provided, along with a letter of justification.

40. Visits can be submitted by e-mail [desinfra-ivco@mod.uk](mailto:desinfra-ivco@mod.uk) (NB. [despsya-ivco@mod.uk](mailto:despsya-ivco@mod.uk) from 1 Apr 2015) or by fax (01179134924)

### **Inward Visits**

#### **Principles**

41. IVCO process requests for foreign nationals to visit UK MOD establishments and MOD List X Contractor's sites.

#### **Procedures**

42. Foreign nationals who wish to undertake a visit requiring access to protectively marked information, and/or access to a RESTRICTED area, within a UK MOD establishment or MOD List X Contractor site must provide official confirmation of their security clearance in the form of an RFV. This RFV must arrive in IVCO at least 20 working days before the intended start of the visit.

43. It is the responsibility of the visitors to initiate the visit request and to ensure that it is approved by and transmitted through their own National Security Authorities/Designated Security Authorities (NSAs/DSAs) who should then send the RFV to their Embassy/High Commission in the UK. The Embassy/High Commission should process the RFV to IVCO. It is not the responsibility of the host MOD establishment or contractor to initiate the visit, only to inform the visitors of the agreed rules and regulations.

44. When an Embassy has received an RFV via its own National/Designated Security Authority and, due to the purely commercial nature of the proposed visit declines to endorse it; then it is acceptable for the FSO of the MOD List X Contractor site being visited to submit the RFV direct to

IVCO. However, it should be made clear that the intent and subject of the visit must be wholly commercial, and that no access or discussions are planned that will involve any aspect of Defence information, even if Unclassified. Also all practicable attempts must have been made to secure Embassy endorsement before taking the action described in this paragraph.

45. Inward Visit requests to MOD List X Contractor Facilities that require access to / release of protectively marked information must identify the MOD Project / MOD Sponsor. Where insufficient information is provided on the RFV or more detail is required IVCO may contact the FSO of the MOD List X Contractor site to be visited to establish further information on the proposed visit. If the information required cannot be provided the RFV may be denied or access permitted during the visit downgraded to UNCLASSIFIED.

46. Once an RFV has been received by IVCO it will be forwarded to the relevant MOD Project Authority/Sponsor. They then consider the acceptability of the proposed visit including the clearance level required, and advise on any information that can/cannot be seen or areas that can/cannot be accessed by the visitor. IVCO will then inform the FSO of the decision.

### **RFVs from MISWG, Lol and NATO Member Nations Countries**

47. For visits by foreign nationals of MISWG, Lol Framework Agreement, NATO member nations, where access does not exceed RESTRICTED:

- a). IVCO no longer require RFVs to be submitted for visits to MOD establishments or MOD List X Contractor sites, where the level of access/discussions would not exceed RESTRICTED. However the prior arrangement and agreement of such visits must be made between the visitor and the MOD establishment or MOD List X Contractor site to be visited and the MOD List X Contractor must obtain prior approval from the relevant MOD Project Authority/Sponsor to release any information to the visitors.
- b). MOD List X Contractor FSOs will remain responsible for ensuring that such visitors are escorted where appropriate.
- c). Attachments in excess of 21 consecutive days, regardless of the level of information involved, will still require a RFV to be submitted to IVCO by the visitors NSA/DSA. However, in respect of visits to MOD List X Contractors by individuals from the Lol Framework Agreement Parties, the FSO must inform IVCO should a proposed visit exceed 21 days duration.
- d). Unclassified or RESTRICTED visits undertaken without an RFV cannot be converted to cover any information marked CONFIDENTIAL or above without the visitor requesting that their NSA/DSA submits an RFV to IVCO in the normal manner. IVCO will still require 20 working days notice.
- e). One-time and recurring visits conducted without the submission of a RFV cannot be converted to an attachment without the submission of an RFV from the visitors NSA/DSA.

### **RFVs from Foreign Nationals of all other Nations**

48. For visits by foreign nationals of all other nations, where access does not exceed RESTRICTED level:

- a). RFVs must be submitted to IVCO for any visits to a MOD establishment or MOD List X Contractor sites, by all other countries, even though the level of access/discussions would not exceed RESTRICTED level.

49. For visits by foreign nationals of all nations, where access is required at CONFIDENTIAL or

above:

- a). RFVs must be submitted to IVCO by foreign nationals from all nations except in the case of visitors from the Parties to the Lol Framework Agreement and where the information has been pre-determined as 'shareable'.

### **Recurring Visitors**

50. For recurring visitors:

- a). If a foreign national is required to make regular visits to a MOD establishment or MOD List X Contractor site IVCO requires that the visitor submit an RFV for Recurring Visits. This avoids a duplication of effort for both the requesting organisation and IVCO.
- b). If the visitor is required to spend longer than 21 consecutive days on a site at any one time an attachment to that site should be applied for.
- c). A visitor can have more than one recurring visit running concurrently, for different projects, and different sites but a separate RFV must be submitted for each project.
- d). A recurring RFV can be valid for a period of one year. There is no limit to the number of personnel, or sites which can be included upon it
- e). Whilst on site visitors will be expected to comply with the security regulations of the host and or any other instructions that may be given to them by the Facility Security Officer or other representative of the site being visited.

### **Attachments or Extended Visits**

51. For attachments or extended visits:

- a). Except in the case of a visit under the LOI Framework Agreement (see paragraph 47 c). above), if a foreign national is required to be resident at a site for a period of greater than 21 consecutive days at any one time, they must apply for an RFV Attachment, regardless of any UK protectively marked information involved.
- b). Personnel who are seconded to the UK on an attachment for a specific project activity can apply for attachment authorisation for a period of up to 3 years. However restrictions may apply to the work that can be carried out.
- c). Once attached a visitor can only visit other sites or be involved in other projects with the submission of a new RFV.
- d). The issuing of passes at contractor sites is a matter for the FSO.
- e). No attachment should proceed without the prior submission of an RFV from the visitors NSA/DSA and approval from IVCO.
- f). You are not allowed to extend the dates of a visit if this change will result in the visit being valid for longer than one year. Also, dates cannot be amended to bring the start date of a visit forward to an earlier date.
- g). A visitor can be added to an RFV that originally requested visits to a number of sites, even if they will be required to only visit one of the sites. The amendment should clearly show which site they are required to visit.

- h). Deletions of visitors from RFVs should be passed to IVCO as soon as any changes are identified.
- i). There is a maximum of ten amendments per visit request.

52. For the visitor list:

- a). The maximum number of visitors per visit is one hundred.

### **Emergency Visits**

53. For emergency visits:

- a). In certain urgent circumstances a visitor will not have the required 20 working days notice in which to submit a RFV. In these circumstances an emergency visit may be requested.
- b). For an emergency visit the required lead-time can be cut to 5 working days. However, the following should be noted:
  - i). An emergency visit can only last for 30 days.
  - ii). The visit must be related to an official government request for proposal, request for tender offer (e.g. submission of, or amendment to, a bid or proposal; attendance at pre-contract negotiations or bidders conference).
  - iii). The visit must be in response to the invitation of a host Government official.
  - iv). A programme, project or contract opportunity will be placed in jeopardy if the RFV is submitted in the required lead-time.
  - v). The visit is in support to operations.

54. IVCO require a letter from the UK host advising us that an emergency RFV will be submitted and providing full justification for the request. This should be forwarded to IVCO immediately so that it can be attached to the RFV when it is dispatched to the MOD Project Authority.

55. FSO are reminded that they have the power to prevent or refuse any visit, including those identified as emergencies to their site which they do not feel is fully justified or warranted and refuse access to their site by any visitor who has demonstrated either directly or indirectly that they will not be compliant with either UK national regulations or measures required locally by the Contractor. Should such circumstances arise IVCO must be informed immediately

56. Whilst IVCO will always be prepared to consider an emergency visit request, the following examples do not justify the use of the emergency visit procedure.

- a). Courtesy calls by foreign nationals.
- b). Foreign nationals who arrive uninvited at sites.
- c). Administrative oversights on the part of the requesting facility.
- d). Rank or seniority of the visitor.

57. Any cases of a foreign defence contractor, or Government, placing undue or unwarranted pressure on a UK defence contractor to accept an emergency visit request should be reported to

IVCO immediately.

### **Un-cleared Visitor's Areas (UVA)**

58. To facilitate the efficient conduct of business and to ease the administrative burden on MOD List X Contractors, FSOs can ask their Security Adviser for agreement that areas of their site are suitable for the use of overseas visitors who have not been cleared through the DE&S DHSy/PSyA IVCO process. These areas are designated as Uncleared Visitor Areas (UVAs). See List X Notice 2011/05.

59. For visits that will only have access to an UVA:

- a). Hosting facilities do not need to inform IVCO via an RFV for the majority of visitors only accessing a designated and approved UVA. The visitor may deal direct with the hosting facility. However, the only exception is visits by Chinese or Russian nationals, which must be submitted as an RfV to IVCO. See List X Notice 2015/01.

### **Points to Note: Inward**

60. If a foreign national is expected at a facility and they are not part of MISWG, NATO or LOI and confirmation of the visit has not been received from IVCO, contact IVCO immediately for advice.

61. Please submit all queries on current visits or requests for further information by either e-mail via [desinfra-ivco@mod.uk](mailto:desinfra-ivco@mod.uk) (NB. [despsya-ivco@mod.uk](mailto:despsya-ivco@mod.uk) from 1 Apr 2015) or phone 030679 33840.

# LOI REQUEST FOR VISIT

- One Time
- Recurring
- More than 21 days

<b>1. REQUESTING ESTABLISHMENT/COMPANY/AGENCY</b>		
Name:		
Address:		
Security Officer:		
Email:	Tel No:	Fax No:
Point of Contact:		

<b>2. ESTABLISHMENT/COMPANY/AGENCY TO BE VISITED</b>		
Name:		
Address:		
Security Officer:		
Email:	Tel No:	Fax No:
Point of Contact:		
<i>Please use Continuation Sheet 1 for any additional Sites to be visited</i>		

<b>3. DATE OF VISIT</b>		
From:	/ /	To: / /

<b>4. SUBJECT TO BE DISCUSSED:</b>
Project/ Contract/ Programme:

<b>5. ANTICIPATED LEVEL OF DISCUSSION:</b>	CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
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<b>6. VISITOR DETAILS</b>		
Name:	Passport Number:	
Date of Birth:	Nationality:	
Security Clearance Level:	Expiry Date: / /	Rank/Grade:
Company/Agency:	Position :	
<i>Please use Continuation Sheet 2 for additional Visitors</i>		

<b>SIGNATURE:</b>	<b>DATE:</b>
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**Continuation of Section 6 – VISITOR DETAILS**

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date:     /     /     Rank/Grade:
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date:     /     /     Rank/Grade:
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date:     /     /     Rank/Grade:
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date:     /     /     Rank/Grade:
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date:     /     /     Rank/Grade:
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date:     /     /     Rank/Grade:
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date:     /     /     Rank/Grade:
Company/Agency:	Position:

Name:	Passport Number:
Date of Birth:	Nationality:
Security Clearance Level:	Expiry Date:     /     /     Rank/Grade:
Company/Agency:	Position:

## REQUEST FOR VISIT

- One Time  
 Recurring  
 Extended  
 Emergency  
 Amendment

Annex(es)

- Yes  
 No

<b>1. ADMINISTRATIVE DATA</b>	
REQUESTOR:	
DATE:     /     /	
TO:	VISIT ID:
<b>2. REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY</b>	
NAME:	Email:
POSTAL ADDRESS:	
TELEX/FAX NO:	TEL NO:
<b>3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED</b>	
NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	TEL NO:
POINT OF CONTACT	TEL NO:
<i>If more than one site is to be visited please use the continuation sheet (Annex 2)</i>	
<b>4. DATES OF VISIT:</b> /     /     TO     /     /     (     /     /     TO	
/     /     )	
<b>5. TYPES OF VISIT (SELECT ONE FROM EACH COLUMN):</b>	
<input type="checkbox"/> GOVERNMENT INITIATIVE	<input type="checkbox"/> INITIATED BY REQUESTING AGENCY OR FACILITY
<input type="checkbox"/> COMMERCIAL INITIATIVE	<input type="checkbox"/> BY INVITATION OF THE FACILITY TO BE VISITED
<b>6. SUBJECT TO BE DISCUSSED/JUSTIFICATION</b>	
<p>Is this a UK MoD Project: Yes <input type="checkbox"/></p> <p>Is this a Non UK MoD Project: Yes <input type="checkbox"/></p> <p>If a UK MoD Project visit please provide a UK MoD POC: _____ Tel: _____</p>	

**7. ANTICIPATED LEVEL OF CLASSIFIED INFORMATION TO BE INVOLVED:**

<b>8. IS THE VISIT PERTINENT TO:</b>	<b>SPECIFY:</b>
A SPECIFIC EQUIPMENT OR WEAPON SYSTEM	<input type="checkbox"/>
FOREIGN MILITARY SALES OR EXPORT LICENSE	<input type="checkbox"/>
A PROGRAMME OR AGREEMENT	<input type="checkbox"/>
A DEFENCE ACQUISITION PROCESS	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

**REQUEST FOR VISIT (CONTINUED)**

<b>9. PARTICULAR OF VISITORS</b>			
NAME:			
DATE OF BIRTH:	/ /	PLACE OF BIRTH:	
SECURITY CLEARANCE:		PASSPORT NO:	NATIONALITY:
POSITION:			
COMPANY/AGENCY			
NAME:			
DATE OF BIRTH:	/ /	PLACE OF BIRTH:	
SECURITY CLEARANCE:		PASSPORT NO:	NATIONALITY:
POSITION:			
COMPANY/AGENCY			
<i>If needed please use the continuation sheet (Annex 2)</i>			

<b>10. THE SECURITY OFFICER OF THE REQUESTING FACILITY OR AGENCY</b>	
NAME:	Email:
TEL NO:	Fax:
SIGNATURE:	

<b>11. CERTIFICATION OF SECURITY CLEARANCE</b> (Completed by Government Certifying Authority)	
NAME:	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"><b>STAMP</b></div>
ADDRESS:	
TEL NO:	
SIGNATURE:	

<b>12. REQUESTING SECURITY AUTHORITY</b> (Requesting NSA/DSA)		
NAME:	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"><b>STAMP</b></div>	
ADDRESS:		
TEL NO:		
SIGNATURE:		DATE: / /

**13. REMARKS**

**Continuation of Section - 3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED**

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

NAME:	Email:
ADDRESS:	
TELEX/FAX NO:	
POINT OF CONTACT	TEL NO:

**Continuation of Section - 9. PARTICULAR OF VISITORS**

NAME:		
DATE OF BIRTH:            /        /	PLACE OF BIRTH:	
SECURITY CLEARANCE:	PASSPORT NO:	NATIONALITY:
POSITION:		
COMPANY/AGENCY		

NAME:		
DATE OF BIRTH:            /        /	PLACE OF BIRTH:	
SECURITY CLEARANCE:	PASSPORT NO:	NATIONALITY:
POSITION:		
COMPANY/AGENCY		

NAME:		
DATE OF BIRTH:            /        /	PLACE OF BIRTH:	
SECURITY CLEARANCE:	PASSPORT NO:	NATIONALITY:
POSITION:		
COMPANY/AGENCY		

NAME:		
DATE OF BIRTH:            /        /	PLACE OF BIRTH:	
SECURITY CLEARANCE:	PASSPORT NO:	NATIONALITY:
POSITION:		
COMPANY/AGENCY		

NAME:		
DATE OF BIRTH:            /        /	PLACE OF BIRTH:	
SECURITY CLEARANCE:	PASSPORT NO:	NATIONALITY:
POSITION:		
COMPANY/AGENCY		

NAME:		
DATE OF BIRTH:            /        /	PLACE OF BIRTH:	
SECURITY CLEARANCE:	PASSPORT NO:	NATIONALITY:
POSITION:		
COMPANY/AGENCY		

## NATO HQ Pass Application

Temporary

Annual

(Must be attended at least twice a month for this type of pass)  
(Annual Passes expire on 31 October)

<b>1. Administrative Data (For IVCO use only)</b>		
To:		Date:
/ /		
From:	IVCO (Fax: 0044 (0)117 91 34924)	Visit ID:

<b>2. Requesting Government Agency or Industrial Facility</b>	
Name:	
Postal Address:	
Tel No:	Fax No:

<b>3. Visitor Details</b>		
Full Name:	Date of Birth:	Nationality:
Passport No:	Security Clearance:	Rank/Grade:
	Clearance review date (expiry date):	
Full Name:	Date of Birth:	Nationality:
Passport No:	Security Clearance:	Rank/Grade:
	Clearance review date (expiry date):	
Full Name:	Date of Birth:	Nationality:
Passport No:	Security Clearance:	Rank/Grade:
	Clearance review date (expiry date):	

<b>4. Date of Visit:</b>	/ /	to	/ /
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<b>5. Meeting Attending:</b> (Full name of meeting)
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<b>6. Facility Security Officer of requesting Government Agency or Industrial Facility</b>		
Name:		Stamp
Tel No:	Email:	
Signature:	<input style="width: 300px; height: 20px;" type="text"/>	
Date:	/ /	

**7. IVCO Authorisation**

Name:

Signature:

Date:

/ /

Stamp

**8. NATO HQ Approval (NATO Personnel use only)**

Name:

Signature:

Date:

/ /

New Card       Amendment to previous card

<b>Surname:</b>	<b>Nationality:</b>	
<b>Forename(s):</b>	<b>Nationality other:</b>	
<b>Country of birth:</b>		
<b>Place of birth:</b>	<b>Date of Birth:</b>	
<b>Clearance level:</b>		
<b>POV* Reference:</b>	<b>POV* Date:</b>	<b>POV Expiry Date:</b>
<b>Passport Number:</b>	<b>Passport Country:</b>	
<b>Passport issue:</b>	<b>Passport Expiry date:</b>	
<b>Company Name:</b>		
<b>Position in firm:</b>	<b>Date left:</b>	

\* POV – Proof of Vetting Reference number (obtained from DBS NSV)