



National Armaments Director Group

International Visits Control Office Guidance Notes for
MOD FSC Contractors



Version 2
July 2026

ONE GROUP - MANY STRENGTHS - SINGLE MISSION

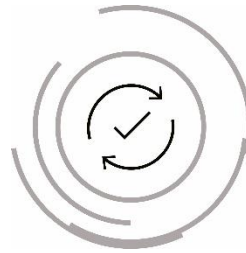
Contents

Introduction	4
Guidance Notes.....	5
Services to Defence Industry	5
Governance Procedures.....	5
GovS007: Security.....	6
The European Defence Industrial Restructuration (EDIR) Framework Agreement (FA) / Letter of Intent Framework Agreement (LoI).....	6
Principles	7
Bi-lateral Security Agreements/Arrangements	8
The Declaration of Principles between the United Kingdom and the United States	8
Principles	8
Multi-national Industrial Security Working Group (MISWG).....	9
North Atlantic Treaty Organisation (NATO) Members	10
IVCO Visits Procedures.....	10
Outward Visits	10
Principles	10
Procedures	10
Amendments	11
Emergency Visits	12
NATO Visits General Advice	13
Attachments.....	13
General Advice for Outward Visits	14
Personal Index Card	15
Inward Visits	15
Principles	15
Procedures	15
RFVs from MISWG, EDIR/LoI and NATO Member Nations Countries	16
RFVs from Foreign Nationals of all other Nations	17
Recurring Visitors	17
Amendments	18
Attachments.....	18
Emergency Visits	19

Uncleared Visitor Areas (UVA).....	20
Annexes	22
Annex A.....	22
EDIR/LOI REQUEST FOR VISIT.....	22
Annex B.....	22
REQUEST FOR VISIT	22
Annex C	22
NATO HQ PASS APPLICATION	22
Annex D	22
PERSONAL INDEX CARD	22



National Armaments Director Group



Industry Security
Assurance Centre
A Government Security Centre

Introduction

1. The International Visits Control Office (IVCO) is a part of the United Kingdom's Ministry of Defence (MOD), located within the National Armaments Director Group (NADG). It is delivered by the National Armaments Corporate (NA-C) Security, External Security Services' Industry Security Assurance Centre (ISAC). IVCO has two main functions:

- a. **IVCO Outward:** dealing with visits by UK MOD FSC 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 FSC 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 FSC 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 FSC sites.

Guidance Notes

Services to Defence Industry

3. IVCO provides a number of transactional services to Defence Industry:
 - a. Assisting MOD FSC 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 FSC 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 FSC sites.

Governance Procedures

4. IVCO services and processes are governed by a number of regulatory procedures and international agreements, primarily:
 - The Cabinet Office's Government Functional Standard GovS 007: Security (GovS007)
 - The European Defence Industrial Restructuration (EDIR) Framework Agreement/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).

GovS007: Security

5. The purpose of this government functional standard is to set expectations for protecting:
 - the government's assets (people, property and information)
 - visitors to government property, and third-party suppliers whilst engaged on government business
 - citizen data
6. The standard provides direction and guidance for:
 - a. permanent secretaries, directors general and chief executive officers of arm's length bodies, to ensure the right environment for effective delivery and performance
 - b. security advisers and other named security officials
 - c. those responsible for communicating security information to government staff and visitors
 - d. those working within and for the government, who have a responsibility to ensure security practices are followed (including staff, third party suppliers and members of the armed forces)
7. Note: GovS007: Security replaces the Security Policy Framework (SPF).

The European Defence Industrial Restructuration (EDIR) Framework Agreement (FA) / Letter of Intent Framework Agreement (LoI)

8. The EDIR / LoI FA is a treaty between France, Germany, Italy, Spain, Sweden, and the UK. The purpose of the treaty is to support the global defence market. The treaty is focused on security of supply, transfer/export procedures, security of information, research and treatment of technical information.
9. Visits between the EDIR/LoI Framework Agreement countries that involve access to shareable national information classified up to SECRET are to be arranged between the Facility Security Controllers of the facilities concerned using the LoI Request for Visit (RFV) form (Annex A). IVCO should be notified by sending the LoI form for visits exceeding 21 days, however no approval from IVCO is required. The EDIR/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

10. The EDIR/Lol 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.

11. Visits where there is a need to access shareable protectively marked information graded CONFIDENTIAL or SECRET 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 EDIR/Lol 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.

12. 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.

13. Visits between the EDIR/Lol Framework Agreement countries that involve access to shareable information classified OFFICIAL-SENSITIVE 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

14. 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 classified 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 OFFICIAL-SENSITIVE. Other than the special arrangements under the EDIR/Lol Framework Agreement mentioned above all inward visits at the level of CONFIDENTIAL or SECRET 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

15. The Declaration of Principles (DoP) is a UK/US Government initiative to improve the cooperative 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 27th January 2003.

Principles

16. All outward RFVs to US DoD establishments must be submitted through IVCO.
17. Visits to or from the USA involving the access/exchange of information marked SECRET or above will require the prior approval of both participants and the existing RFV form must continue to be submitted.
18. 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. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.

19. Visits to Contractor facilities that involve access to, or the exchange of information at the UNCLASSIFIED or UK OFFICIAL-SENSITIVE 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.

20. 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)

21. 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.

22. For a full list of MISWG participants refer to the ISAC's GOV.UK web site¹.

North Atlantic Treaty Organisation (NATO) Members

23. NATO is an alliance of countries from Europe and North America. It provides a unique link between these two continents, enabling its members on both sides of the Atlantic to consult and cooperate in the field of defence and security, stand in solidarity and deter aggression from potential adversaries, and conduct multinational crisis management operations together.

24. For a full list of NATO members refer to the NATO website².

IVCO Visits Procedures

Outward Visits

Principles

25. It is the responsibility of IVCO to process visit requests (Annex B) by MOD FSC 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.
26. RFVs must be submitted by email to DES-PSyA-IVCO@mod.gov.uk.

Procedures

27. Country-specific lead times can be viewed via ISAC's GOV.UK web site³.
28. Visits where access is required at CONFIDENTIAL or SECRET or above:
- a. Except for visits between the Parties to the EDIR/LoI Framework Agreement relating to shareable information or where exceptionally special arrangements are made, all RFVs must be submitted to IVCO where access is required to information marked CONFIDENTIAL or SECRET and above.
29. Visits where access does not exceed OFFICIAL-SENSITIVE:

¹ <https://www.gov.uk/guidance/industry-security-assurance-centre>

² <https://www.nato.int/en/about-us/organization/nato-member-countries>

³ <https://www.gov.uk/guidance/industry-security-assurance-centre>

- a. For visits involving information related to Defence projects, programmes, or contracts an RFV must be submitted to IVCO for any country not covered by the below:
 - i. MISWG
 - ii. NATO
 - iii. EDIR/LoI Framework Agreement
 - iv. Bi-lateral agreement with the UK
- 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 EDIR/LoI Framework Agreement Countries or to defence contractors located in the US.
- c. UNCLASSIFIED or OFFICIAL-SENSITIVE visits undertaken without an RFV cannot be converted to cover any information marked CONFIDENTIAL or SECRET or above without the visitor requesting that their NSA/DSA submits an RFV to IVCO in the normal manner and within the established lead times.
- d. 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

- 30. 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 they were not originally on. 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 for each ongoing visit they are to be removed from.
 - d. Termination of employment should be treated as a deletion and actioned as an amendment.
 - e. Section 1 of the RFV amendment must state the IVCO reference number being amended, and must also state the amendment number (e.g. Amendment 1, Amendment 2).

Emergency Visits

31. If the standard lead times cannot be met and there is an urgent requirement for a visit, an Emergency RfV can be submitted. The lead time for Emergency visit requests is 10 full working days. The following must 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 or 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.
- d. A programme, project or contract opportunity will be placed in jeopardy if the RFV is not submitted as an emergency.
- e. Lead time for emergency visit requests is 10 full working days.

32. IVCO require a LoJ from the host advising that an emergency RFV is to be submitted and providing full justification for the request. This should be provided alongside the RFV. The LoJ must contain the following:

- a. Headed on 'host' company paper.
- b. Reason for late RFV submission.
- c. Justify the Importance of attendance of visitor(s).
- d. Reason visit cannot be rearranged.
- e. Benefit to company – UK MOD Project costs/timescales.

33. 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.

NATO Visits General Advice

34. Visits to NATO Agencies require an eRFV to be submitted. The security classification of the visit and the security clearances of the visitors must be written in full, prefixed by NATO. For example, NATO Secret. Visitors must hold a minimum of NATO Secret to access NATO agency sites. Each visit must be a separate request.

35. NATO HQ:

- Requires a NATO HQ Pass application form (Annex C) to be completed, eRFV forms are not accepted for visits to NATO HQ.
- There are 2 types of passes: temporary or annual.
- Annual pass requests will only be permitted if the visitor requires regular access at least twice a month. For every other visit, the request must instead be for a temporary pass.
- UK Visitor: must complete sections 2 - 5 of the NATO HQ Pass Application form and forward to their security controller.
- Security controller completes section 6 and forwards application to IVCO for processing.
- Visitors must have valid security clearance. The expiry date of the security clearance must be declared, or the application will be rejected.
- IVCO will notify the requester of submission and provide the NATO reference number, which will be needed for access to site.
- If WiFi access is required, it must be stated in Section 5 of the NATO Pass Application.

Attachments

(Legacy name for Secondments)

36. 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 as One-Time.
- 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 Advice for Outward Visits

37. The following should be considered for all outward visits:

- a. Before submitting an RFV, requestors should first liaise with the recipient sites to ensure the visit can be accommodated, and to determine if the country has any special requirements for visit requests.
- b. There is to be only one subject per visit request.
- c. The first time an acronym is used it should be unabbreviated and that it is recognised in the country being visited.
- d. The visitor's security clearance level must be recorded as either TOP SECRET/SECRET/NATO SECRET etc. and not abbreviated to DV, SC or NS.
- e. Norway and Israel - 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.
- 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 an annual period may be submitted on the standard RFV form.
- h. Sections 1 – 12 (excusing section 4) of the RFV must be fully completed prior to submission to IVCO, if this is not the case the form will be rejected.
- i. Ensure Section 5 has full contact details of the requesting site including telephone and e-mail. If this information is not provided, the request will be rejected.
- j. For the latest country-specific guidance, refer to ISAC's GOV.UK web site⁴.

⁴ <https://www.gov.uk/guidance/industry-security-assurance-centre>

Personal Index Card

38. 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.

Inward Visits

Principles

39. IVCO process requests for foreign nationals to visit UK MOD establishments and MOD FSC Contractor's sites.

Procedures

40. Foreign nationals who wish to undertake a visit requiring access to protectively marked information, and/or access to a SECRET area, within a UK MOD establishment or MOD FSC 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.

41. 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.

42. For non-MISWG/NATO countries only: When an Embassy has received an RFV via its own NSA/DSA 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 FSC 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.

43. Inward Visit requests to MOD FSC 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 FSC 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.

44. Once an RFV has been received by IVCO it will be processed and details forwarded to the relevant MOD Project Authority/Sponsor. The Sponsor then considers 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, EDIR/Lol and NATO Member Nations Countries

45. For visits by foreign nationals of MISWG, EDIR/Lol Framework Agreement, NATO member nations, where access does not exceed UK OFFICIAL-SENSITIVE:

- a. RFVs are not required to be submitted for visits to MOD establishments or MOD FSC Contractor sites, where the level of access/discussions would not exceed UK OFFICIAL-SENSITIVE. However, the prior arrangement and agreement of such visits must be made between the visitor and the MOD establishment or MOD FSC Contractor site to be visited and the MOD FSC Contractor must obtain prior approval from the relevant MOD Project Authority/Sponsor to release any information to the visitors.
- b. MOD FSC Contractor FSOs will remain responsible for ensuring that such visitors are escorted where appropriate.



- c. Visits in excess of 21 consecutive days, at OFFICIAL-SENSITIVE will still require an RFV to be submitted to IVCO by the visitors NSA/DSA. However, in respect of visits to MOD FSC Contractors by individuals from the EDIR/LoI Framework Agreement Parties, the FSO must inform IVCO should a proposed visit exceed 21 days duration.
- d. Unclassified or OFFICIAL-SENSITIVE visits undertaken without an RFV cannot be converted to cover any information marked CONFIDENTIAL or SECRET or above without the visitor requesting that their NSA/DSA submits an RFV to IVCO in the normal manner. Standard lead times must be adhered to for requests of this nature.
- 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

- 46. For visits by foreign nationals of all other nations, where access does not exceed RESTRICTED level RFVs must be submitted to IVCO for any visits to a MOD establishment or MOD FSC Contractor site., by all other countries., even though the level of access/discussions would not exceed UK OFFICIAL SENSITIVE or the other party's RESTRICTED level.
- 47. For visits by foreign nationals of all other nations, where access is required at CONFIDENTIAL or SECRET or above RFVs must be submitted to IVCO by foreign nationals from all nations except in the case of visitors from the Parties to the EDIR/LoI Framework Agreement and where the information has been pre-determined as 'shareable'.
- 48. For visits by foreign nationals of all other nations an RFV must be submitted to IVCO by requesting country's NSA/DSA.

Recurring Visitors

- 49. For recurring visitors:
 - a. If a foreign national is required to make regular visits to a MOD establishment or MOD FSC 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 Controller or other representative of the site being visited.

Amendments

- 50. 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 the visit type. 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 they were not originally on. 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 for each ongoing visit they are to be removed from.
 - d. Termination of employment should be treated as a deletion and actioned as an amendment.
 - e. Section 1 of the RFV amendment must state the IVCO reference number being amended, and must also state the amendment number (e.g. Amendment 1, Amendment 2).

Attachments

(Legacy name for Secondments)

- 51. For attachments or extended visits:
 - a. Except in the case of a visit under the EDIR/LoI Framework Agreement (see paragraph 47 above).
 - b. 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 as One Time.
 - c. 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.

- d. Once attached a visitor can only visit other sites or be involved in other projects with the submission of a new RFV.
- e. The issuing of passes at contractor sites is a matter for the FSO.
- f. No attachment should proceed without the prior submission of an RFV from the visitors NSA/DSA and approval from IVCO. IVCO are unable to approve until the UK MOD sponsor approves.

Emergency Visits

52. For emergency visits:

- a. In certain urgent circumstances a visitor will not have the required 20 working day notice in which to submit an RFV. In these circumstances an emergency visit may be requested.
- b. For an emergency visit the required lead-time is 10 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.

53. 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.

54. 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.

55. 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.

56. 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.

Uncleared Visitor Areas (UVA)

57. To facilitate the efficient conduct of business and to ease the administrative burden on MOD FSC 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 NADG ISAC IVCO process. These areas are designated as UVAs.

58. 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.
- b. The only exception is visits by Chinese and Russian nationals, an e-mail containing the reasons for and details of the visit along with details of the individual visitors must be submitted to DES-PSyA-IVCO@mod.gov.uk prior to the visit taking place.
 - i. Where available, this should include Name, D.O.B, Passport number, company/agency visiting on behalf of, along with the dates, location visiting and reason for visit.
 - ii. Such visits must always be conducted in-line with existing policy/advice/guidance (i.e. escorted, no access to, or ability to view classified material, only taking place in 'UVA' etc) Refer to FSC Security Notice (FSN) 2025-05, available on the ISAC Vault.

59. If a foreign national is expected at a facility and they are not part of MISWG, NATO or EDIR/Lol and confirmation of the visit has not been received from IVCO, contact IVCO immediately for advice. Visit ISAC's GOV.UK web site⁵ for the latest advice.
60. Do submit all queries on current visits or requests for further information by either e-mail via DES-PSyA-IVCO@mod.gov.uk or phone 030 3379 8813.

⁵ <https://www.gov.uk/guidance/industry-security-assurance-centre>



Annexes

Note: Refer to the ISAC Gov.UK web site for the annexes.

Annex A

EDIR/LOI REQUEST FOR VISIT

Annex B

REQUEST FOR VISIT

Annex C

NATO HQ PASS APPLICATION

Annex D

PERSONAL INDEX CARD



International Visits Control Office (IVCO)

ISAC, Poplar -1, #2004

MOD Abbey Wood, Bristol

United Kingdom

BS34 8JH

DES-PSyA-IVCO@mod.gov.uk

030 3379 8813