**UK Clearance Passing Details**

**ALL PARTICIPANTS REQUIRE A TS / SCI CLEARANCE TO PARTICIPATE.**

**Clearance passing required to be completed NLT 30 days before your course starts. It is your responsibility to ensure that this process is initiated and that your VCR/FVR is properly completed.**

1) Submit a FVR for each location to DIA

2) Provide a Form 11 for each location **(template below, please be sure these match the information you will get from Capstone)** to the following UK MoD address: [NWDHQ-STRAP-Mailbox@mod.gov.uk](mailto:NWDHQ-STRAP-Mailbox@mod.gov.uk)

3) Send the Capstone POC the FVR Case IDs for all locations AND the DTG for the SCI portion to assist with tracking.

Capstone will provide the information you need for each FVR. SAMPLE FVR BELOW.

**Annex A to Form 11**

|  |  |
| --- | --- |
| **INSTRUCTIONS FOR COMPLETION OF DSAS FORM 11**  Start Date: | The first day at the site to be visited |
| End Date: | The last day at the site to be visited |
| Full Address of Site to be visited: | Acronyms must not be used, full site address including country essential. Additional sites and dates may be added as required |
| POC: | This is to be the name of the person at the site to be visited that needs the clearance – “Not Known” is not acceptable – Form will be rejected |
| Tel No: | This is the telephone number of the point of contact required so he/she can be contacted by site security staffs – “Not known” is not acceptable – Form will be rejected |
| Rank/Name: | Full names as reflected on Passport essential. Additional visitors can be included on the same form |
| Unit/Post: | Unit title and individual post details required |
| Service/Staff No or Passport  Number (SVC/PPN): | One of these is essential |
| Cleared: | The statement “TS Comint Category III with access to TK Gamma and Humint” should not be amended. The Clearance Centre is only authorised to pass these clearances, any other additional clearances must be passed by relevant compartment controller |
| Date of Birth (DOB): | Essential |
| Place of Birth (POB): | Essential – (Town and Country) |
| COMINT Induction Date: | Equates to STRAP TS/TK Read On Date – must be included |
| TS Expiry date: | Equates to DV Review Date – Must be included and valid for period of visit |
| Name of submitting officer: | Must be Unit STRAPSO to confirm COMINT and TS Expiry dates are valid |

**SAMPLE FORM 11**

**VISIT REQUIRING JOINT NOTIFICATION OF COMINT(STRAP) AND TK**

**CLEARANCES FOR NON OPERATIONAL AND OPERATIONAL OVERSEAS VISITS**

**WHEN COMPLETED FORWARD TO E-MAIL ADDRESSES:**

**NON OPERATIONAL VISIT CLEARANCES TO: CIO DSAS STRAP TK ASSURANCE & CLEARANCE (MALLARD) or CIO-DSAS-STRAP TK**

**CLEARANCE CTR (MULTIUSER) (DII)**

**OPERATIONAL OVERSEAS CLEARANCES TO: NORTHWOOD HQ STRAPSO**

**START DATE:**

**END DATE:**

**FULL ADDRESS OF SITE TO BE VISITED: National Defense University, 300 5th Ave, Washington, DC 20319**

**POC:** **Khrehaan Ebah,** [**khrehaan.i.ebah.civ@ndu.edu**](mailto:khrehaan.i.ebah.civ@ndu.edu)

**TEL NO: +1 202-685-7798**

**PURPOSE OF VISIT: CAPSTONE COURSE NUMBER – Example: “Capstone 24-4”**

**VISITOR**

**RANK/NAME:**

**UNIT/POST:**

**SERVICE NO/PASSPORT NO:**

**CLEARED:**

**DOB:**

**POB:**

**COMINT INDUCTION DATE:**

**TS EXPIRY DATE:**

**…………………………………………………………………………………**

**NAME OF SUBMITTING OFFICER:**

**UNIT/POST:**

**CONTACT NUMBER:**

**DATE:**

**The above named personnel will be undertaking visits as detailed. All personnel are inducted to the Comint (STRAP) level shown and it is requested that details be forwarded to units as detailed above.**

**(Note: Top SECRET STRAP equates in 2nd party terminology as COMINT Cat III with access to TK Gamma and Humint)**