

Guidance Notes on Completion of MoD Form 680

INTRODUCTION

1. This guidance provides general background information to the MoD F680 process and specific instructions for the correct completion of the form. It may be helpful to refer to this guidance when making applications.

Principal Security Advisor
Industrial Security Section
Defence Procurement Agency
Facilities Management Group
Poplar - 1
MoD Abbey Wood
Bristol BS34 8JH

PURPOSE

2. The F680 process fulfils several remits.
- It prevents unauthorised disclosure of protectively marked (classified) assets.
 - It gives companies an indication of what markets may provide viable export opportunities for their products.
 - It speeds up the assessment of any eventual Export Licence Application made through the Department of Trade and Industry (DTI).
 - It is a necessary in order to use a number of Open General Export Licences, details of which are on the DTI website at:
<http://www.dti.gov.uk/europeandtrade/strategic-export-control/licensing-rating/licences/ogels/military/index.html>
 - An F680 is also a requirement where MoD entities seek to transfer controlled goods overseas.

EXHIBITIONS

7. Because an exhibitor cannot know in advance which countries it might be in discussion with at an equipment exhibition, it is impractical to seek an F680 clearance. Instead, exhibitors must obtain an exhibition clearance from either the Principal Security Advisor or D Def Sy (depending on whether the goods are MoD sponsored or private venture respectively). Such clearances may include provisos about what information or goods might be exhibited, demonstrated or discussed. No goods or information should be exhibited without this clearance. The relevant contacts are:

For MoD Sponsored goods

Principal Security Advisor
Industrial Security Section
Defence Procurement Agency
Facilities Management Group
Poplar - 1
MoD Abbey Wood
Bristol BS34 8JH

For Private Venture Goods and items not having an MoD Sponsor

D Def Sy (S&T)
Zone 6C
MoD
Main Building
Whitehall
London SW1A 2HB

WHO SHOULD APPLY FOR F680 CLEARANCE

3. The obligations of List X companies (ie those who are approved to hold protectively marked information at Confidential and above) in respect of F680 clearance and promotional activities are set out in the Manual of Protective Security, issued by the Cabinet Office.

4. Non-List X companies (ie those that only deal with Unclassified or Restricted assets) are not obliged to seek F680 clearance for their promotion campaigns. However, they may need to have F680 clearance in order to use some of the Open General Licences available from the DTI.

5. **MOD entities** should use the F680 where they wish to provide, or arrange to provide military goods or technology to overseas Governments, Agencies, Companies or Individuals, or where they seek to gift controlled equipment/information overseas

ABOUT THE F680 CLEARANCE PROCESS

8. The F680 process is administered by the Directorate of Export Services Policy (DESP), in the Ministry of Defence, and all F680 applications should be submitted to the following address:

DESP 3 Licensing Support
3rd Floor, Zone E
St George's Court
2-12 Bloomsbury Way
London WC1A 2SH

SUB-CONTRACTING OR COLLABORATIVE WORK ON MOD UK PROGRAMMES

6. An application to sub-contract or collaborate on protectively marked work (known as a Form 1686) should be used to request clearance to place a classified subcontract or to enter into collaboration (or teaming arrangements) with an overseas company for the purpose of a MoD contract. The form should be sent to:

Any questions on the progress of an application should be directed to the relevant desk officer who will have previously sent you an acknowledgement that he/she is dealing with your case.

When an application is received, it is circulated by DESP to a range of specialist advisers within the MoD and the Foreign and Commonwealth Office and Department for International Development. The advisers consider the application against the Consolidated EU and National Arms Export Licensing

Criteria and provide advice to DESP. The Consolidated Criteria can be found at:
<http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1091037159268>. Desk Officers in DESP will consider the advice and decide whether clearance should be given or refused. **We aim to issue a response within 30 working days of receiving your application.** If exceptionally, you need a response in a shorter timescale, please provide details at Annex A to the F680 application, which is provided for supporting information. Where an approval is issued for goods/information that are either Unclassified or Restricted the clearance will be valid for four years. If the goods/information are classified at Confidential or higher, the clearance will be valid for two years.

9. F680 clearance does not negate the requirement to comply with export controls. For example, if your promotional activity abroad involves the transfer, including by electronic means, of controlled military technology, you will need to apply to the DTI for an export licence. If you are in any doubt about whether or not your activities are licensable, then please contact the DTI at eco.help@dti.gsi.gov.uk

10. If an F680 is refused the reason(s) will be explained, but there is no appeals process. However, if further information in support of the case becomes available, or circumstances change in respect of the grounds for refusal, a further application can be made.

INSTRUCTIONS FOR THE COMPLETION OF F680 APPLICATIONS

General

11. Please try as far as possible to keep the information on the form Unclassified, since this will make handling easier and reduce the risk of compromise. If any information is Restricted please make this clear. If the provision of information above Restricted is unavoidable it must not be included on the F680 application form, but submitted separately and cross-referenced with the F680 application.

12. If you need to supply supporting documentation, please attach it to your application. However, if this information is available on your website, tell us the web address and you do not need to send us hard copies.

13. Applications for multiple country clearances can be accepted. These countries need not belong to the same geographical region of the world. Applications covering more than one product can also be accepted. But separate products should be in the same sector or environment. If you are unsure whether your application falls within the same sector or environment and is acceptable, contact DESP through the attached link (*insert link*) for clarification.

14. To help speed up clearance of any subsequent Export Licence Applications, you should quote on those applications the F680 five-digit serial number which can be found at the end of Paragraph 2 of your acknowledgement letter from DESP. This number should be clearly quoted at section C7 in SIEL applications, and at section E2 in OIEL applications. This F680 number should also be used in any other related correspondence and when any enquiries are being made about this particular application to MoD.

As mentioned previously there is provision for you to request that the F680 is dealt with in less than 30 days. This is only to be used in exceptional circumstances and a detailed

justification will be required. Even then there can be no guarantee that the deadline will be met.

15. Section One – Contact Details

Q1. This should reflect the contact details of the person who completed the form, and to whom the reply will be sent.

Q2. The details here are necessary so that we can direct any detailed technical questions to the person best placed to answer them.

16. Section Two – Details of the Application

Q3. This information will help us identify those applications which are needed in order for a company to use an OGEL.

Q4. Please only tick those clearances you actually need. Clearances related to supply, local assembly, and local manufacture take longer than clearances for market survey, promotion and demonstration in the UK, because a wider range of issues need to be considered.

Q5. Because local assembly and local manufacture require particularly detailed consideration, we will need details about the scope of any proposals. For example, the extent of any local assembly, where it will take place, the name and address of the companies involved and what controls will be put in place etc.

17. Section Three – About the equipment/information to be exported/released

Q6a. Please do not leave this box blank. You should insert the name of the equipment that you wish to export. If the subject of the F680 is the release of information, please tell us what type of equipment the information relates to.

Q6b. Please do not leave this box blank. It is useful for non-technical staff in the clearance process to have a brief and simple description of the equipment/information that you wish to export. Please indicate whether the proposed export is a component of a larger system.

Q7. In addition to a basic description of the equipment/information, our technical advisors will need to know specific details. A sales or marketing brochure may not provide us with sufficient information and a full, focused, and relevant technical description will reduce the need for our advisers to request more information. A technical specification can be submitted with your application.

Q8. Please tell us what the equipment/information is going to be used for.

18. Section Four – About the Customer

Q9. This is the name and address of the person and organisation to whom you are providing the goods/information. Where a company is the recipient you must provide the full postal address.

Q10. The end-user may not always be the same as the name and organisation included in Q9. For example, the consignee in Q9 may be obtaining goods/information from you for use by another entity in that country, or for re-export to an end-user in another country. Please provide as much detail as possible about the final end-use, where the details are different from those in Q9.

Q11. This box should be used to notify us of any other third parties involved in any activities mentioned in the F680 application.

19. Section Five – About the Equipment/Information

Q12. Providing us with details of any previous refusals or clearances will help us process your current application.

Q13. Please tell us if the equipment you want to export has been developed with/paid for by MoD UK, or is a Private Venture (PV) by your company.

Projects, work or studies which are PV may require defence security protection because:

- a) they embody classified information supplied by the Government as a background to defence work or
- b) they have a potential military application or
- c) they are based on significant advances in technology.

Q14. We need to know if the equipment you want to promote (or a version of it) is in use with the UK Armed Forces, because we want to be sure that the operational capability of the UK will not be compromised.

Q15. In considering your application, we need to know if the equipment has been given a security grading, and be provided with supporting evidence that the grading corresponds with the proposed export.

Q16. This question relates to the security classification of the product/information you intend to release under this F680. Where equipment is highly classified, it is usual for a series of F680 applications to be submitted and approved at various security levels as the marketing campaign develops.

Q17. Where equipment contains foreign components you will wish to satisfy yourselves that you have taken into account any undertakings you have made to the overseas government concerned not to export without the approval of the originating country where the foreign content is subject to particular controls.

20. Section 6 – Contract Value

Q18. We need to know the estimated value of the proposed export so that the F680 can be considered by the Department for International Development under Criteria 8 of the Consolidated EU and National Arms Export Licensing Criteria. This concerns the compatibility of the prospect with the technical and economic capacity of the recipient country.

If you are making an initial market survey, precise information will not be available, however an estimate should be made so that any Criteria 8 concerns can be identified at an early stage.

21. Annex A – Supporting Information

Annex A should be used to provide additional information to support your application, or as a continuation sheet.

Internal (Industry) Co-ordination

Please ensure that a copy of the completed form is also passed to your company Security Controller and Export Controller.