

January 30, 2008

**DSS Information Notice to Industrial Security Personnel:  
Personnel Security Investigation (PSI) Requirements Projection Survey  
April 14-May 3, 2008**

**Introduction**

This is the first update to inform Industrial Security Personnel about the upcoming annual DSS Personnel Security Investigation Requirements Projection Survey (Survey) currently scheduled to be deployed for a three week period of data collection (tentatively April 14-May 3, 2008) and changes from the past Survey. Changes to the Survey from the Aug/Sep effort are provided in the Attachment to this Update.

**Purpose of the Survey**

Cleared contractor participation in this survey is critical to assist DoD in planning and requesting sufficient appropriations to ensure that industry personnel security clearance and investigative needs are met. Failure to obtain sufficient and accurate personnel clearance investigative needs from cleared industry can adversely impact U.S. military operations, U.S. government procurement and NISP cleared defense industry.

**Survey Update**

- More updates will be provided as the Survey's deployment date draws closer.
- While PSC has the lead for this annual Survey, the Survey's success depends upon successful teamwork between PSC, ISP and other DSS components as well as cleared contractors. ISP personnel currently serve on the PSC-ISP survey team reviewing testing/survey redesign and processes. In addition, some cleared contractors nominated through the NISPPAC have been serving as testers of the Survey redesign.
- DSS will conduct the Survey during the spring each year to align projections with the budget cycle.
- Industrial Security personnel will be notified of the survey details before cleared defense industry.
- Changes to the Survey from the Aug/Sep effort are provided below.
- Our goal together is a 100 percent response rate to the April/May 2008 survey by cleared contractor facilities.
  - By the closing of the Aug/Sep 2007 Survey, 70 percent of the cleared contractor facilities responded representing 86 percent of the cleared contractor population.
  - That Aug/Sep 2007 Survey response rate increased by 19 percentage points from the 51 percent response rate in November 2006 and the range of 10-15 percent in prior years.
- A contractor facility's participation in the submission of PSI projections for clearances continues to be a criterion for eligibility for the Cogswell Award.
- We will also be posting a notice on the DSS website to alert Facility Security Officers (FSOs) to the upcoming April 14-May 3, 2008 survey and the changes from the Aug/Sep 2007 survey within the next few days.
- Any questions regarding the upcoming deployment by Industrial Security Personnel can be directed to [DSSPSISurvey2009@dss.mil](mailto:DSSPSISurvey2009@dss.mil) or to Valerie Heil or Ryan Deloney in the Personnel

Security Clearance Office ((PSC). The DSS Call Center will provide support as well during the survey deployment in April-May 2008.

**Please note the changes that we list specifically below to the Survey.**

- **ISFD Query—Basis (“Snapshot”) for Survey Email Invitations:**
  - This edition of the Survey will again be performed via a web-based survey that will be sent directly to Industry Facility Security Officers’ email addresses pulled from an ISFD query on or about February 19, 2008.
  - Between February 19, 2008 and March 10, 2008, PSC, in coordination with ISP will be evaluating the results of the ISFD query (“snapshot” of the 12,000 plus facilities to confirm that we have valid FSO email addresses with no extraneous characters that render them invalid and thus unable to receive the Survey email invitation on April 14, 2008.
    - PSC will make FSO email address corrections to the ISFD query spreadsheet between February 19, 2008 and April 14, 2008 based on input from ISP.
    - ISP will make any needed change to specific facility information in ISFD to correct FSO email addresses.
  - On or about March 11, 2008, PSC will send a “test” survey invitation to all the FSO email addresses to allow for time to correct any that are returned as undeliverable with ISP’s assistance before the April 14, 2008 Survey deployment.
- When the FSO completes this on-line survey, a copy of their PSI totals for clearances for all DoD components, Non-DoD components and overall PSI for clearance totals will be emailed to them as well as their Industrial Security Representative (or in some cases to the Field Office Chief (FOC)).

**DIFFERENCE FROM PRIOR SURVEYS:**

1. We request only three (instead of the previous five) years of projections (2009-2011). DSS’ analysis of that data is sufficient to project across the Future Years Defense Plan (FYDP).
2. We ask FSO respondents to input their projections by type of PSI for clearance for specific DoD and Non-DoD components.
3. **Consolidated PSI for Clearance Submissions Covering More than One Cleared Facility:**
  - The DSS website posting will ask FSOs to notify [DSSPSISurvey2009@dss.mil](mailto:DSSPSISurvey2009@dss.mil) by March 5, 2008, if they plan to submit a consolidated response to the survey.
    - By March 5, 2008, the FSO who plans to send the consolidated submission will email [DSSPSISurvey2009@dss.mil](mailto:DSSPSISurvey2009@dss.mil) stating in the Subject Line: Consolidated PSI Survey Notice (Facility/Company Name & CAGE Code for the Corporate Sender).
    - In the email body, the consolidated sender FSO will provide his/her CAGE Code for the consolidated sender, Facility Name and FSO name and email along with a list of all the cleared facility CAGE Codes that will be covered by the consolidated submission. The

list of CAGE Codes should be separated by semi-colons or provided in an attached spreadsheet or word document.

- If DSS receives prior email notice as described above, then only the FSO consolidated sender will receive the email invitation in mid-April to complete the PSI projections survey. But, that prior notice must be received by March 5, 2008 to [DSSPSISurvey2009@dss.mil](mailto:DSSPSISurvey2009@dss.mil) with the detailed information described above.
- PSC will notify the Industrial security program of the corporate families who choose to submit a consolidated survey response.

4. FSOs will also be asked at the end of the Survey to project the total number of Trustworthiness Investigations (not for clearances) required for DoD Components customers for 2009-2011. These projections will not be by each DoD Component, but solely total by SSBI, NACLIC or NAC for 2009, 2010 and 2011.

**ATTACHMENT (Survey design changes)**