



Defense Security Service (DSS) **Personnel Security Investigations (PSI) - Projected** **Requirements Survey**

OMB No.: 0704-0417 Expiration Date: (TBD), 2011

The public reporting burden for this collection of information is estimated to average 80 minutes per response for a single active, cleared facility submission, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Facilities submitting a consolidated submission of multiple active, cleared facilities may experience a longer reporting burden.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports, (0704-0417), 1777 North Kent Street, Suite 11000, Arlington, VA 22209. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply if a valid OMB control number is not displayed.

PRIVACY ACT ADVISEMENT: Name and email information is requested for the purpose of validating Facility Security Officer (FSO) contact information for the Defense Security Service records. Updates to name and email information will be provided to the appropriate Industrial Security Representative. The information provided will become part of DSS records of cleared contractor facility surveys, retrieved by the name of the cleared contractor facility / CAGE Code, not the FSO. Providing the requested name and email information on this survey is voluntary. AUTHORITY: Executive Order (EO) 12829, "National Industrial Security Program".

FREEDOM OF INFORMATION ACT (FOIA) ADVISEMENT: Responses provided by a respondent with respect to the number of individuals projected to be submitted for personnel security investigations (PSIs) for clearances may be exempt from release under the Freedom of Information Act (FOIA), exemptions 2 and 4. Prior to releasing information that identifies a respondent to entities other than U.S. Government agencies for official purposes, DSS will obtain and consider the respondent's views regarding release of the information.



Survey Introduction:

Personnel Security Investigations (PSIs) for contractor clearances are centrally funded by the Department of Defense to Defense Security Service under the auspices of the National Industrial Security Program (NISP) for DoD or one of the 23 Non-DoD agencies who have entered into an agreement with the Secretary of Defense (NISPO paragraph 1-103b). These PSIs for contractor clearances are submitted through the Defense Industrial Security Clearance Office (DISCO).

Please read all the instructions and follow the prompts to submit your Personnel Security Investigations (PSI) Projected Requirements Survey to Defense Security Service.

If you received this survey email invitation, Defense Security Service records indicate that you are the Facility Security Officer for a specific cleared facility or have recently indicated that you are the proper point of contact to complete this survey.

General Information:

This survey has three Sections (A, B, and C) as described in the following pages.

If you right click on any page of the survey, you may select to print that page for your reference.

[CLICK HERE FOR GLOSSARY](#)



Section A Description:

This first section will provide you with the opportunity to review and confirm the Facility Security Officer's (FSO) or pre-designated survey contact's name and email address as well as the CAGE Code of this cleared facility as shown in DSS records.

If you received this survey, DSS records indicate that you are the Facility Security Officer for a specific cleared facility or you have indicated ahead of time that you are the correct point of contact to complete this survey.

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Section B Description:

The Personnel Security Investigations (PSIs) for clearances are centrally funded by the Department of Defense to Defense Security Service under the auspices of the National Industrial Security Program (NISP) for DoD or one of the 23 Non-DoD agencies who have entered into an agreement with the Secretary of Defense (NISPOM paragraph 1-103). These PSIs for contractor clearances are submitted through the Defense Industrial Security Clearance Office (DISCO).

In Section B of the survey you will be asked to provide your total PSI for clearance projections in total for DoD and Non-DoD agencies.

You will provide your total projections for DoD and Non-DoD agencies and then select from a list the agencies that are requiring the clearances for fiscal years 2010-2012. For each fiscal year, you will be asked to provide numbers for Single-Scope Background Investigation (Top Secret), SSBI Periodic Re-investigation, NACLIC (Secret and Confidential), and NACLIC Periodic Re-investigation.

Note - If you have an employee who works under multiple cleared contracts who will require a PSI for a clearance, you should only count them once and toward their primary contracting activity (either DoD or Non-DoD). Do not "double count".

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Section C Description:

This final section of the survey will provide you with an opportunity to input general comments or comments for a specific fiscal year (2010-2012, Oct 1 to Sep 30).

Do not submit classified information. Contact your Defense Security Service Industrial Security Representative to resolve how to submit classified information if you believe it is essential to your facility's survey response.

[**CLICK HERE FOR GLOSSARY**](#)



Section A:

Review the DSS record data below for your cleared facility. You will then be asked to separately confirm the Facility Security Officer (FSO), FSO email address and CAGE Code of this cleared facility.

Any comments other than corrections to these data points may be provided in the Comments section at the end of this survey.

You will also then be asked if you are submitting a consolidated survey response for more than one active, cleared facility's CAGE Code or submitting for only one active, cleared CAGE Code.

Facility Name: *Doe Corporation*

Contact Information from DSS Records

Facility Security Officer or Survey Contact: *John Doe*

FSO/Contact email address: *JohnDoe@email.com*

CAGE Code: *12345*

[**CLICK HERE FOR GLOSSARY**](#)



Will *John Doe* (*JohnDoe@email.com*) be the one completing this survey for CAGE Code 12345?

- Yes, and my listed information above is correct. (Goes to A1)
- Yes, but my listed name and/or email need to be corrected. (Goes to A2)
- No. I am one of *John Doe* 's associates and will be completing the input for Cage Code 12345 (Goes to A3)
- No. *John Doe* is a former FSO for CAGE Code 12345 (Goes to A4)
- 12345 is not the correct CAGE Code for this facility. (Goes to A5)

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(A4)

You indicated that *John Doe* is no longer the FSO for CAGE Code 12345 .

Please provide the name of the correct FSO by entering the Last name only in the first block and then First name (with middle initial/name, if used) only in the second block. Then, please provide their email address.

Last Name:

Doe

First Name: (If including a middle initial/name, put a space and then the middle initial or name)

Jane

Email address:

JaneDoe@email.com

[CLICK HERE FOR GLOSSARY](#)



You provided your following information as the FSO for CAGE Code 12345. Does this look correct?

Name : *Jane - Doe*

Email : *JaneDoe@email.com*

YES, the above information is all correct.

If the above is not correct please select the "Back" button, correct the information in the previous question, and press "Next" to return to this confirmation.

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Will this corrected FSO – *Jane Doe (JaneDoe@email.com)* - be the one completing this survey for CAGE Code 12345?

Yes, and my listed information above is correct. *(Goes to A1)*

No. I am one of *Jane Doe* 's associates and will be completing the input for Cage Code 12345 *(Goes to A3)*

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(A3)

You indicated that you are completing the survey on behalf of the FSO for CAGE Code 12345.

Please provide your name by entering the Last name only in the first block and then First name (with middle initial/name, if used) only in the second block. Then, please provide your email address and relation to the FSO for CAGE Code 12345.

Last Name:

Doe

First Name: (If including a middle initial/name, put a space and then the middle initial or name)

Jim

Email address:

JimDoe@email.com

Relation to FSO:

Deputy

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You provided your following information. Does this look correct?

Name : *Jim Doe*

Email : *JimDoe@email.com*

Relation to FSO : *Deputy*

YES, the above information is all correct.

(Goes to A1)

If the above is not correct please select the "Back" button, correct the information in the previous question, and press "Next" to return to this confirmation.

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(A2)

Is this the correct Facility Security Officer (FSO) or survey contact name?

FSO: John Doe

- Yes (Name is correct)
- No (Name is not correct.)

[CLICK HERE FOR GLOSSARY](#)



You indicated that the Facility Security Officer (FSO) or survey contact name is not correct. Please provide the correct name by entering the Last name only in the first block and then First name (with middle initial/name, if used) only in the second block.

Last Name:

Doe

First Name: (If including a middle initial/name, put a space and then the middle initial or name)

Jim

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You provided the following Last name and First name (with middle initial, as applicable) as corrections for the Facility Security Officer name. Does this look correct?

Doe, Jim

- YES, the corrections to the name are correct.

If the above is not correct please select the "Back" button below, correct the Last name and/or First name for the FSO for the previous question, and press "Next" to return to this confirmation.

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Is the Facility Security Officer / survey contact email address correct?

Email address: *JohnDoe@email.com*

- YES** (the email address is correct)
- NO** (the email address is not correct)

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You indicated that the FSO / contact email address is not correct. Please provide the correct email address.

Correct Email address: *JimDoe@email.com*

[CLICK HERE FOR GLOSSARY](#)



You provided the following email address as a correction to the data currently in DSS files. Does this look correct?

JimDoe@email.com

- YES**, the email address is now correct.

If the above is not correct please select the "Back" button, correct the email address in the previous question, and press "Next" to return to this confirmation.

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(A1)

Is the **CAGE Code** correct?

Cage Code : **12345**

- Yes** (CAGE Code is correct for this facility)
- No** (CAGE Code is not correct for this facility)

--- IMPORTANT NOTES ---

1- By selecting "**No**" you will be directed to the end of this survey and will be contacted by DSS personnel via email for further clarification of this response.

2 - If you are submitting projection estimates for more than one active, cleared facility's CAGE Code - if the above CAGE Code is one of yours, please select "**Yes**" and then you will be given a chance to input the remaining CAGE Codes in the next question.

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You were asked if the CAGE Code *12345* is correct for your cleared facility and you have answered "No"

WARNING

By selecting "**No**" this will end the survey and you will not be able to change your answer.

You will be directed to the end of this survey and will be contacted by DSS personnel via email for further clarification of this response.

To verify - Is the following Cage Code correct for your cleared facility? : **12345**

- Yes** (The CAGE Code is actually correct for this facility)
- No** (The CAGE Code is not correct for this facility)

[CLICK HERE FOR GLOSSARY](#)



Submission Type

Choose one of the following to indicate your type of submission:

- A) SINGLE SUBMISSION / ONE CAGE CODE:** I am submitting data for only **one** active, cleared facility's CAGE Code.
- B) CONSOLIDATED SUBMISSION:** I am submitting one consolidated submission for my company for **multiple** active, cleared facilities' CAGE Codes.

If you select Option B, the next question will ask you to list all the CAGE Codes that are covered by your submission.

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If you are the sender of a consolidated submission, list each of the CAGE Codes for cleared facilities covered by these projections. Do not include CAGE Codes for any uncleared or inactive facilities in your organization.

If you have provided a CAGE Code list to DSS by early email or via the March contact validation, it will appear below. Please highlight the text, copy (Control+C), click in the editing box below, paste (Control+V), make any needed changes, and click "Next" to continue. Note, even if the list below is correct you must still paste it in the box below to confirm and proceed.

(Cage Code list would be displayed here if users previously provided one)

If you do not see a list above, please type in your list of active, cleared CAGE Codes you will be covering in your survey submission - use both a semicolon and a space (;) to separate the individual CAGE Codes in your list.

[CLICK HERE TO SEE AN EXAMPLE](#)

[CLICK HERE FOR GLOSSARY](#)



You selected "Consolidated Submission" indicating that your survey covers multiple cleared facilities' CAGE Codes for your company.

Below is the list you have provided, does this look correct?

(CAGE Code List the user provided in the previous question)

YES, the list of CAGE Codes is correct for my submission.

If the above is not correct please select the "Back" button, correct the CAGE Codes in the previous question, and press "Next" to return to this confirmation.

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Section B Instructions:

Please read the following overview of what you will see and be asked to provide in this section.

PSIs for clearance projections:

The PSIs for clearances are centrally funded by the Department of Defense to Defense Security Service under the auspices of the National Industrial Security Program (NISP) for DoD or one of the 23 non-DoD agencies who have entered into an agreement with the Secretary of Defense (NISPOM paragraph 1-103). These PSIs for contractor clearances are submitted through the Defense Industrial Security Clearance Office (DISCO).

Note: For every table you are asked to complete, you must enter at least the number "zero" in each field of the table before the survey will let you proceed to the next questions.

B-1. Methodology or Data Sources: Select from a list the methodology or type of data source you used to determine your survey input for PSI projections.

B-2. DoD Projections Input: You will input your best numeric estimate by type of personnel security investigation (PSI) required for security clearances for Department of Defense (DoD) activities. These tables are for fiscal years 2010-2012 (October 1 through September 30). Below that, you will select from a list the DoD agencies that are requiring these clearances.

B-3. Non-DoD Projections Input: Similar to the DoD Input, you will input your best numeric estimate by type of personnel security investigation (PSI) required for security clearances for Non-DoD activities. Below that, you will select from a list the NISP Non-DoD agencies that are requiring these clearances.

B-4. Total PSI Requirements Review: You will then see an overall totals table for all of your PSI projections for clearances based on data you have provided in this survey.

---Have you reviewed the above instructions?---

I have reviewed the instructions for Section B.

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SECTION B-1 - METHODOLOGY / DATA SOURCE

What methodology / data sources did you use to determine your PSI projections?

Select all that apply:

- Other**
- Average over a 3 year period**
- Average over a 5 year period**
- Current contracts requiring cleared personnel**
- Projected contracts requiring cleared personnel**
- Historical business data for this company**
- Projected or Strategic business plan data for this company**
- Human Resources / Personnel data**
- Statistical Modeling**

[CLICK HERE FOR GLOSSARY](#)



If you selected "Other" as one of your methodologies for your numeric estimates for PSIs, please describe your methodology.

[CLICK HERE FOR GLOSSARY](#)



SECTION B-2 - DOD DATA INPUT

Your projections for PSI requirements for clearance for DoD components should be based on the list of components below the following table. Input your best numeric PSI requirements estimate for clearances for each one by investigation type for fiscal years 2010, 2011 and 2012.

[CLICK HERE TO SEE AN EXAMPLE](#)

	Single-Scope Background Investigation (Top Secret)	SSBI Periodic Reinvestigation	NACLIC (Secret / Confidential)	NACLIC Periodic Reinvestigation
2010				
2011				
2012				

If the survey will not let you proceed, check to ensure that you have input at least the number zero in each field of a table.

For your projections above, please select the DoD components which are requiring the PSI for clearance.

- Air Force,
- Army,
- Marine Corps,
- Navy,
- DARPA,
- DCAA,
- DCMA,
- DIA,
- DISA,
- DLA,
- DSCA,
- DSS*,
- DTRA,
- MDA,
- NATO,
- NGA,
- NSA,
- OSD,
- Other DoD (If you use this selection, please provide details in your comments in Section C)

*Note – While DSS/DISCO receives and processes PSIs for clearances only select DSS if it is in fact the DoD component that is *directly* requiring the investigation.

[CLICK HERE FOR GLOSSARY](#)



SECTION B-3 - NON-DOD DATA INPUT

Your projections for PSI requirements for clearance for Non-DoD components should be based on the list of components below the following table. Input your best numeric PSI requirements estimate for clearances for each one by investigation type for fiscal years 2010, 2011 and 2012.

[CLICK HERE TO SEE AN EXAMPLE](#)

	Single-Scope Background Investigation (Top Secret)	SSBI Periodic Reinvestigation	NACLIC (Secret / Confidential)	NACLIC Periodic Reinvestigation
2010				
2011				
2012				

If the survey will not let you proceed, check to ensure that you have input at least the number zero in each field of a table.

For your projections above, please select the Non-DoD agencies which are requiring the PSI for clearance.

- Dept of Agriculture,
- Dept of Education,
- Dept of Homeland Security,
- Dept of Justice,
- Dept of State,
- Dept of Treasury,
- Federal Communications Commission,
- Federal Reserve System,
- Foreign Government,
- Government Accountability Office,
- General Services Administration,
- National Aeronautics and Space Administration - NASA,
- Nuclear Regulatory Commission,
- National Science Foundation,
- Small Business Administration,
- U.S. Agency for International Development,
- U.S. International Trade Commission,
- U.S. Trade Representative,
- Dept of Commerce,
- Dept of Health and Human Services,
- Dept of Interior,
- Dept of Labor,
- Dept of Transportation,
- Environmental Protection Agency,



SECTION B-4 - TOTAL PSI REQUIREMENTS

Based on your input in the previous sections the below chart lists your total PSI requirement projections for clearances for your DoD and non-DoD contracts / activities.

(Note - these numbers appear "grayed out" to indicate that they cannot be changed directly on this page)

DoD PSI Projections

	Single-Scope Background Investigation (Top Secret)	SSBI Periodic Reinvestigation	NACLCL (Secret / Confidential)	NACLCL Periodic Reinvestigation
2010				
2011				
2012				

Non-DoD PSI Projections

	Single-Scope Background Investigation (Top Secret)	SSBI Periodic Reinvestigation	NACLCL (Secret / Confidential)	NACLCL Periodic Reinvestigation
2010				
2011				
2012				

Total PSI Projections

	Single-Scope Background Investigation (Top Secret)	SSBI Periodic Reinvestigation	NACLCL (Secret / Confidential)	NACLCL Periodic Reinvestigation
2010				
2011				
2012				

You have selected the following agencies as requiring the PSIs for clearances above:

DoD: *(A list of all DoD agencies the user selected would be shown here)*

Non-DoD: *(A list of all Non-DoD agencies the user selected would be shown here)*

IF YOU NEED TO CORRECT THIS INFORMATION:

If this information does not look correct please hit the "Back" button at the bottom of the screen to return to the previous pages and correct the data.

[CLICK HERE FOR DETAILED INSTRUCTIONS ON CORRECTING THE ABOVE INFORMATION](#)

[CLICK HERE FOR GLOSSARY](#)



Section C: Comments

The comment section is free form text. You may add optional comments in general about the survey and/or regarding a particular fiscal year.

Do not submit classified information. If you feel it is essential to pass along any classified information pertaining to this survey please contact your Defense Security Service Industrial Security Representative to resolve how to submit such information.

Survey Usability

On a scale of 1 to 10 with 1 being "Not user friendly" and 10 being "Very user friendly" - How would you rate this year's survey usability?

1 2 3 4 5 6 7 8 9 10
Please Rate

Time -

Approximately how long, in minutes, did it take you to complete this Survey (including data collection) ?

Time (in minutes) :

Comments -

--If leaving a comment, please select the category type it falls under:

(If you have multiple comments that fall under more than one category please select "other")

- Survey Design/Layout
- Technical Issue
- Projections Clarification
- Other
- No Comments

General Comments:

Comments concerning FY 2010

Comments concerning FY 2011

Comments concerning FY 2012



Copy of Input

--Please Click the Button Below--

You will receive an email with the totals of your projections for PSIs for clearances broken down for DoD, Non-DoD, the agencies requiring PSIs, the Combined overall total projections, and any comments you provided.

Your DSS Industrial Security Representative will also receive a copy of the email that you receive.

Send me an email with a copy of the information I provided as described above.

NOTE - If the button above is not selected please click it. With the button selected, click "Next" to be directed to the final page of the survey where you will officially submit your input.



You are now at the end of the survey. Thank you for the time and effort you have taken to complete this survey.

When you click the button below you will not be able to change or retract your information.

----IMPORTANT---- To complete the survey process and submit your projections please click the "Click Here To Submit" button below.

Back

Click Here To Submit