

February 26, 2008

## **Important Notice to Facility Security Officers**

### **Next Personnel Security Investigation (PSI) Requirements Projection Survey April 14-May 3, 2008**

#### **Introduction**

The next Defense Security Service (DSS) survey of Personnel Security Investigation Requirements Projections (Survey) of cleared contractor facilities is scheduled for a three week period of data collection (tentatively April 14-May 3, 2008).

- There are major changes to the Survey. This notice provides information on those changes to allow Facility Security Officers (FSOs) time for review and any internal facility preparations before DSS sends out the survey email invitation in April.
- If your company plans to provide a consolidated response, note our request for information below that is needed by March 12, 2008.

#### **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**

- DSS' goal is a 100 percent response rate to the April/May 2008 survey.
- 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.

#### **Request for Information by March 12, 2008, If You will Submit a Consolidated Survey Response:**

- Disregard this section if you will submit a survey response for only one CAGE Code.
- If you will submit a response for more than one CAGE Code, please take the actions noted here by March 12, 2008.
  - Send DSS an email notice of that decision in the format below to DSSPSISurvey2009@dss.mil
  - EMAIL Subject line: Consolidated PSI Survey Notice (Insert Facility/Company Name & CAGE Code for the Corporate Sender).

- Text of the email: The consolidated sender will provide in the body of the email, 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. If you will be the consolidated sender, but are not the designated FSO for the CAGE Code that will send the response, please tell us in this email.
- The list of CAGE Codes should be separated by semi-colons or provided in an attached spreadsheet or word document.

**CHANGES FROM PRIOR SURVEYS:**

- DSS asks FSO respondents to input their projections by type of PSI for clearance for specific DoD and Non-DoD components (see survey design extract attachment).
- DSS requests only three (instead of the previous five) years of projections (Fiscal Years 2009-2011). DSS' analysis of that data is sufficient to project across the Future Years Defense Plan (FYDP).
- FSOs will also be asked at the end of the Survey to project the total number of Trustworthiness Investigations (not for clearances) required as a total for DoD Components customers only for Fiscal Years 2009-2011 by SSBI, NACLC or NAC.

**SURVEY SCHEDULING/UPDATE**

- The Survey invitation with survey link will be disseminated via email to the Facility Security Officer (FSO) email address of record in DSS facility clearance files.
- DSS is reviewing the FSO email addresses to ensure that we have no extraneous characters in the email addresses that would preclude the email invitation being successfully sent.
- If your FSO email address changes before March 14, 2008, please tell your Industrial Security Representative as soon as possible.
- On or about March 17, 2008, DSS will send an email to all the FSO email addresses from [DSSPSISurvey2009@dss.mil](mailto:DSSPSISurvey2009@dss.mil) to allow time to correct any that are returned as undeliverable before the April 14, 2008 Survey deployment.
- When an FSO submits a survey response between April 14, 2008 and May 3, 2008, the FSO will receive an email providing the PSI totals for clearances he/she submitted. Their Industrial Security Representative will also receive a copy of that email.

ATTACHMENT (Survey design changes)