



## **February 2015 Update Notice to Facility Security Officers Next Personnel Security Investigation (PSI) Requirements Projection Survey**

**OMB Control No.: 0704-0417; Expiration Date: XX/XX/XXXX**

The public reporting burden for this collection of information is estimated to average 15 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 Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100. 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 annual survey of cleared contractor facilities' personnel security investigations (PSI) projections. The name and email information will be used in the event that DSS has to contact the FSO for industrial security matters, including responses to the survey. The information provided will become part of DSS records of cleared contractor facility surveys. Providing the requested information on this survey is voluntary. AUTHORITY: Executive Order (EO) 12829, "National Industrial Security Program".

### **Introduction**

The next Defense Security Service (DSS) survey of Personnel Security Investigation Requirements Projections (Survey) of cleared contractor facilities is scheduled to deploy on March 10<sup>th</sup> and be open for a four week period of data collection.

- DSS goal is a 100 percent response rate to the Spring 2015 Survey.
- A contractor facility's participation in the submission of PSI projections for clearances continues to be a criterion for eligibility for the Cogswell Award.
- **Note** - For larger companies and companies submitting consolidated submissions for multiple CAGE codes DSS suggests gathering the PSI projections data early to facilitate your survey submission.

**In this short update you will be able to do the following:**

**1:** Inform DSS if you are submitting a single or consolidated response, or if your CAGE Code will be covered by another facility's consolidated response.

**2:** Note if the FSO or Survey POC for your CAGE code will change before 28 February 2015.

**3:** View examples of the upcoming Survey.

**4:** Provide any questions on the upcoming deployment.

(End of Page 1 )



Please select the appropriate choice below for your CAGE Code's submission type:

%*[HiddenLoad]*Q7\_1% will be submitting projections for -only- its facility.

%*[HiddenLoad]*Q7\_1% will be submitting projections for -multiple-cleared facilities.

%*[HiddenLoad]*Q7\_1% will be covered under another/parent's submission.

Destination: **Page 5** (Set in Consolidated (%*[HiddenLoad]*Q7\_1% will be submitting projections for -only- its facility.))

Destination: **Page 3** (Set in Consolidated (%*[HiddenLoad]*Q7\_1% will be submitting projections for -multiple- cleared facilities.))

Destination: **Page 4** (Set in Consolidated (%*[HiddenLoad]*Q7\_1% will be covered under another/parent's submission.))

(End of Page 2 )



You have indicated that you will be submitting a consolidated submission.  
Please provide the following information:

CAGE Code for the Consolidated Sender

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Facility Name \_\_\_\_\_

Name of who will be completing the submission

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Email of who will be completing the submission

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List CAGE Codes that will be covered in the consolidated submission:  
(Please separate CAGE Codes with a semicolon and space. ex: 1GF54;  
23FDS; 4FD32)

(End of Page 3 )



You have indicated that your CAGE Code will be covered under another / parent's consolidated submission.

Please provide the information of who will be covering your facility's projections:

CAGE Code for the Consolidated Sender

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Facility Name \_\_\_\_\_

Name of who will be completing the submission

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Email of who will be completing the submission

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(End of Page 4 )



Will the FSO / Survey POC, %[HiddenLoad]Q7\_2%, ( %[HiddenLoad]Q7\_3% ), be the person completing the Survey this spring?

- Yes %[HiddenLoad]Q7\_2% will be completing the Survey.
- No, %[HiddenLoad]Q7\_2% is or will no longer be the FSO for CAGE Code %[HiddenLoad]Q7\_1%
- No, CAGE Code %[HiddenLoad]Q7\_1% will have a different POC complete this year's Survey

Destination: **Page 7** (Set in FSOChange (Yes %[HiddenLoad]Q7\_2% will be completing the Survey.))

Destination: **Page 6** (Set in FSOChange (No, CAGE Code %[HiddenLoad]Q7\_1% will have a different POC complete this year's Survey))

(End of Page 5 )



You have indicated that either the FSO for CAGE Code %  
[HiddenLoad]Q7\_1% will change between now and 28 February or that  
they will not be the POC to complete the Survey.

Please provide the contact information of the new FSO / Survey POC

Note, if the future FSO information is not known, please list a security POC  
contact for CAGE code %[HiddenLoad]Q7\_1% who will be present at the  
time of Survey deployment.

Please choose one and then fill out the contact info below.

- New FSO
- Specific Survey POC

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

(End of Page 6 )



## SURVEY HIGHLIGHTS:

Below are some highlights of this year's survey:

- Survey does not ask for trustworthiness projections.
- Survey does not ask for projections broken out into specific DoD or non-DoD agency requiring a clearance.
- The survey is shortened for facilities who will have no projected requirements, they can state such prior to the input tables and skip them.
- The survey is shortened for facilities that only have DoD or only non-DoD contracts / activities requiring clearances. They can select such and skip what they don't need to see.
- The four types of PSI projections requested will be NACLIC Initial (Secret/Confidential), NACLIC Periodic Reinvestigation, SSBI Initial (Top Secret), SSBI Periodic Reinvestigation.
- Survey provides a link for an optional glossary of terms to aid the respondent.
- Survey provides a link for an example of correct input of projections.
- Respondent contact information verification process has been shortened
- Added a question: "How long, in minutes, did the survey take to complete?"

## Survey Preview

For detailed information and screenshot examples, please see the two links below.

<http://www.dss.mil/documents/diss/FSO-updates-on-2015-PSI-Survey.pdf>

<http://www.dss.mil/documents/diss/Spring-2015-Survey-Layout-Example.pdf>

Note, if either of these links have problems, you can go to [www.dss.mil](http://www.dss.mil) and access them directly under the Alert "(1/31/2015) Upcoming Personnel Security Investigation (PSI) Projection Survey"



Please review the documents to familiarize yourself with the survey and provide any major questions if desired.

Questions for DSS

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(End of Page 7 )



Again, the Survey will deploy on 10 March. If you do not see the email invitation in your inbox that afternoon, you may email [DSSPSISurvey2015@dss.mil](mailto:DSSPSISurvey2015@dss.mil) with your CAGE Code and stating such.

Thank you for taking the time to review this update.  
-Defense Security Service

**Please click the "Submit" button below to finish.**

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