

## Preparation for Upcoming NISP PSI Data Collection

The data collection for PSI projection requirements will be conducted on Month, Day, Year. Annual projections acquired from Industry through this collection are the key component in Department of Defense program planning and budgeting for NISP security clearances.

You currently have access to the following facilities:

\*[FacilityList]

If any of the below scenarios apply to you, please follow the corresponding instruction to update your account.

### 1. You are no longer the Administrator

If you are no longer the Administrator for this CAGE code, please update the account accordingly by establishing a new Administrator. Instructions for completing this process can be found on Page 5 of the Submission Site User Guide located under the Help.

### 2. Forgotten or expired Password

If you have forgotten your password or your password has expired, use the "Reset Password" link on the Submission Site login page.

### 3. New or Unregistered Facility Security Officer

If you are a new or unregistered FSO for this CAGE code and have not created an account, please contact your Industrial Security Representative (ISR).

A completed package is not required to participate in the data collection; only an established account is necessary to input the PSI requirements.

Those using Internet Explorer must use IE 11 and have Compatibility View turned OFF (<https://anl.box.com/v/DisablingCompatibilityView>).

Additional instructions and information regarding the PSI data collection will be forthcoming prior to deployment. We look forward to your participation. If you have any questions, please contact [dss.ncr.dss.mbx.psiprogram@mail.mil](mailto:dss.ncr.dss.mbx.psiprogram@mail.mil).

## NISP PSI Data Collection is Open

The Defense Security Service (DSS) data collection of National Industrial Security Program (NISP) Personnel Security Investigation Projections is now open and can be accessed through DSS Electronic system. To submit your projections, please go to the Submission Site located at [SubmissionSiteURL]. Each user has full access to the PSI area of the site for facilities they have active accounts for.

A list of facilities to which you have access is displayed when first logging into the site or clicking "Select an Organization" from the menu. Clicking on a facility's icon will display the Company Information page, which contains an icon for accessing the PSI area of the site.

For new facilities, the system requires the Tax ID number and business structure type to finalize the setup process; upon saving this information, the system will redirect the user to a page listing the five steps of an Initial Package. As this is outside the scope of the PSI Data Collection, click "Select an Organization" from the menu and click your facility's icon, which will display the PSI icon for submitting your projections.

You currently have access to the following facilities:  
[FacilityList]

Please note that submitting your PSI projections is independent of package submissions; submitting information related to your facility clearance is not required as part of the PSI data collection.

If your password has expired or you have forgotten it, enter your email address on the login page and click the "Reset Password" button.

Those using Internet Explorer must use IE 11 and have Compatibility View turned OFF (<https://anl.box.com/v/DisablingCompatibilityView>).

Data collection will be available from Month, Day, Year through Month, Day, Year.

A 12-minute tutorial video can be found at <http://www.dss.mil/diss/efcl.html> (under "Alerts") to assist in completing the PSI projections. For the best viewing of this video, please hover your cursor over the link on the web page, do a right mouse click and "save target as ...", so that you're saving the video to your computer. It can be viewed using Windows Media Player, QuickTime, and VLC Player.

We look forward to your participation. If you have any questions, please contact the PSI team at: [dss.ncr.dss.mbx.psiprogram@mail.mil](mailto:dss.ncr.dss.mbx.psiprogram@mail.mil).

## First Reminder –NISP PSI Data Collection

This is the first reminder notice for the (Year) PSI Data Collection. If you are receiving this message then records show projections for the following cage code(s) have not been submitted:

\*[FacilityList]

If your facility is being covered under another facility's consolidated submission, it is recommended that you also complete the PSI data collection by choosing the "Covered Under a Consolidated Response" submission type. What you need to provide is the parent CAGE Code who will submit your projections. By doing so, it will prevent you from receiving further reminder notices.

For each facility for which you are the Administrator, go to Organization/Users to review all secondary user accounts and deactivate those that no longer need access. Right-clicking a user's icon will allow you to deactivate them.

If you are the current Administrator and wish to transfer administrative privileges to another user, go to Organization/Users, right-click that user's icon and select "Set as New Administrator".

If the Administrator is no longer with your facility and no longer has access, contact your DSS IS Representative for transferring administrative privileges to another user.

The initial message in full is copied below for your reference. The data collection is scheduled to close on Month, Day, Year.

Thank you,  
PSI Program Team

The Defense Security Service (DSS) data collection of National Industrial Security Program (NISP) Personnel Security Investigation Projections is now open and can be accessed through DSS Electronic system. To submit your projections, please go to the Submission Site located at [SubmissionSiteURL]. Each user has full access to the PSI area of the site for facilities they have active accounts for.

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You currently have access to the following facilities:  
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## Second Reminder –NISP PSI Data Collection

This is the second reminder notice for the Year PSI Data Collection. If you are receiving this message then records show projections for the following cage code(s) have not been submitted:

\*[FacilityList]

If your facility is being covered under another facility's consolidated submission, it is recommended that you also complete the PSI data collection by choosing the "Covered Under a Consolidated Response" submission type. What you need to provide is the parent CAGE Code who will submit your projections. By doing so, it will prevent you from receiving further reminder notices.

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You currently have access to the following facilities:

[FacilityList]

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### Third Reminder –NISP PSI Data Collection

This is the third reminder notice for the (Year) PSI Data Collection. If you are receiving this message then records show projections for the following cage code(s) have not been submitted:

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