NISS Email Templates:

17 August 2020

Contents

Overview

There is no collection burden with emails generated by the National Industrial Security System (NISS). All email notifications are to inform the users of progress along workflows or that new information is available for them within the system. No data is requested by email notification. All information is gathered within NISS.

Note: All examples with "$" signs listed below reflect the respective field. For Example: "$FCL_Package.sponsorship_submission.cage_cd" would reflect the actual CAGE code in the email notification.

1. Alert of Discrepancies Discovered During FCL Orientation Meeting

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.sponsorship_submission.cage_cd
$FCL_Package.facility_profile.facility_nm

ISR $FCL_Package.is_rep.full_name discovered discrepancies during the FCL Orientation Meeting. Because of this, the FCL Package requires your attention. Please log in to the National Industrial Security System (NISS) and complete the following steps. Note: A full job aid called "Initial FCL Package Process - Industry" for this process can be accessed through the in-system Knowledge Base accessible from your Quick Links.

1. After logging into NISS, click "-NISS External Home Page" on the right side bar.
2. Under the blue Quick Links, click "Submit my FCL Package."
3. Click "(External) My Open Initial FCL Packages" on the right side bar.
4. Click on your CAGE code on the record displayed. The package have the Status of "Draft."
5. Click the "Industry-DSS Package Comments" tab to review the necessary changes provided in the "DSS Package Feedback" box.
6. Make the required changes and click the "Submit" button to return the package to DCSA.

This is an automatically generated email. Please do not respond to this email.

2. Change Condition Package Approved

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.facility_profile.cage_cd

$FCL_Package.facility_profile.facility_nm

A Change Condition package was approved. Please log in to the National Industrial Security System (NISS) for more information.</p>

This email is for informational purposes only. If you have additional questions, please contact your DCSA Industrial Security Representative or the Help Desk at $custom.dss_help_desk_number.</p>

Defense Counterintelligence and Security Agency: www.dcsa.mil

This is an automatically generated email. Please do not respond to this email.

3. Change Condition Package Returned to Industry

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.facility_profile.cage_cd

$FCL_Package.facility_profile.facility_nm

A Change Condition package requires your attention. Please log in to the National Industrial Security System (NISS) for more information and complete the following steps:

1) On the NISS Dashboard, click "-NISS External Home Page" on the right sidebar (if it is not already selected).

2) Under the blue Quick Links, click "View My Tasks."

3) Click on the "Open" task called "Resubmit CC Package." Note: DO NOT click the check box to open the task. You must click anywhere else on the record, such as the title "Resubmit CC Package."

4) On the right sidebar, click Actions and then Complete.

5) Click on the "Industry-DCSA Package Comments" tab. Review any feedback provided by DCSA.

6) Make all necessary changes to the package.

7) Click on the "Resubmit Task" tab and choose whether to "Send to ISR" or "Discontinue."

8) Click Complete.

Note: Detailed instructions for how to re-submit can be found in the in-system Knowledge Base accessible from your Quick Links in the "Reporting a Change Condition" article.

This email is for informational purposes only. If you have additional questions, please contact your DCSA Industrial Security Representative or the Help Desk at $custom.dss_help_desk_number.

Defense Counterintelligence and Security Agency: https://www.dcsa.mil/

This is and automatically generated email. Please do not respond to this email.

4. FCL Issuance Notification

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.sponsorship_submission.facility_profile_775032744.cage_cd
$FCL_Package.sponsorship_submission.legal_nm

The FCL Level for the subject facility was updated. Please log in to the National Industrial Security System (NISS) for additional information.

This email is for informational purposes only. If you have additional questions, please contact your DCSA Industrial Security Representative or the DCSA Knowledge Center at (888)-282-7682, Option 3.

Defense Counterintelligence and Security Agency: www.dcsa.mil

This is an automatically generated email. Please do not respond to this email.

5. FCL Package Discontinued

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.sponsorship_submission.cage_cd
$FCL_Package.facility_profile.facility_nm

The Defense Counterintelligence and Security Agency (DCSA), Facility Clearance Branch has completed action to discontinue the processing of the facility clearance for $FCL_Package.facility_profile.facility_nm

$FCL_Package.sponsorship_submission.cage_cd due to $FCL_Package.discontinue_reason_for_fcl_packages_232749108-label $FCL_Package.discontinue_other_reason_232749108.

On behalf of The Department of Defense, DCSA appreciates your interest in participating in the National Industrial Security Program. If a future procurement need arises to perform on a classified contract, please request that your sponsor submit a new FCL sponsorship package in the National Industrial Security System (NISS), with all issues or concerns resolved that initiated the discontinuation.

This notification is for informational purposes only. If you have additional questions, please contact your DCSA Representative or the DCSA Knowledge Center at (888)-282-7682, Option 3.

Defense Counterintelligence and Security Agency: www.dcsa.mil

This is an automatically generated email. Please do not respond to this email.

6. FCL Package Not Accepted Notification

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.sponsorship_submission.cage_cd

$FCL_Package.facility_profile.facility_nm

The FCL Package requires your attention. Please log in to the National Industrial Security System (NISS) and complete the following steps. Note: A full job aid called "Initial FCL Package Process - Industry" for this process can be accessed through the in-system Knowledge Base accessible from your Quick Links.

1. After logging into NISS, click "-NISS External Home Page" on the right side bar.

2. Under the blue Quick Links, click "Submit my FCL Package."

3. Click "(External) My Open Initial FCL Packages" on the right side bar.

4. Click on your CAGE code on the record displayed. The package have the Status of "Draft."

5. Click the "Industry-DCSA Package Comments" tab to review the necessary changes provided in the "DCSA Package Feedback" box.

6. Make the required changes and click the "Submit" button to return the package to DCSA.

This notification is for informational purposes only. If you have additional questions, please contact your DCSA Industrial Security Representative or the Help Desk at $custom.dss_help_desk_number.

Defense Counterintelligence and Security Agency: www.dcsa.mil

This is an automatically generated email. Please do not respond to this email.

7. FCL Package Returned to Industry

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.facility_profile.cage_cd

$FCL_Package.facility_profile.facility_nm

An FCL Package requires your attention. Please log in to the National Industrial Security System (NISS) and complete the following steps. Note: A full job aid called "Initial FCL Package Process - Industry" for this process can be accessed through the in-system Knowledge Base accessible from your Quick Links.

1. After logging into NISS, click "-NISS External Home Page" on the right side bar.

2. Under the blue Quick Links, click "Submit my FCL Package."

3. Click "(External) My Open Initial FCL Packages" on the right side bar.

4. Click on your CAGE code on the record displayed. The package have the Status of "Draft."

5. Click the "Industry-DCSA Package Comments" tab to review the necessary changes provided in the "DCSA Package Feedback" box.

6. Make the required changes and click the "Submit" button to return the package to DCSA.

This email is for informational purposes only. If you have additional questions, please contact your DCSA Industrial Security Representative or the Help Desk at $custom.dss_help_desk_number.

Defense Counterintelligence and Security Agency: <ahref="http://www.dcsa.mil">www.dcsa.mil

This is an automatically generated email. Please do not respond to this email.

8. Notify FSO of Change Condition Submission

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.facility_profile.cage_cd
$FCL_Package.facility_profile.facility_nm

The security staff from the subject facility has submitted a Change Condition package. Please log in to the National Industrial Security System (NISS) for more information.

This is an automatically generated email. Please do not respond to this email.

9. Notify FSO of FCL Package Submission

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.facility_profile.cage_cd
$FCL_Package.facility_profile.facility_nm

The security staff from the subject facility has submitted an FCL Package. Please log in to the National Industrial Security System (NISS) for more information.

This is an automatically generated email. Please do not respond to this email.

10. PCL Requirements Ready for Review Notification

This is an automatically generated email. Please do not respond to this email.

$FCL_Package.sponsorship_submission.cage_cd
$FCL_Package.facility_profile.facility_nm

The FCL Package was approved by the DCSA Representative. Please log into NISS to review KMP who are required to be cleared in connection with the FCL and respond to the appropriate task.

This is an automatically generated email. Please do not respond to this email.

11. PCLs Require Completion for FCL Issuance Notification

$FCL_Package.sponsorship_submission.facility_profile_775032744.fso_firstname_775032744
$FCL_Package.sponsorship_submission.facility_profile_775032744.fso_lastname_775032744,

We have initiated the Personnel Security Questionnaires (PSQs) via e-QIP for the following Key Management Personnel (KMP) at
$FCL_Package.sponsorship_submission.facility_profile_775032744.facility_nm, CAGE:
$FCL_Package.sponsorship_submission.facility_profile_775032744.cage_cd,

E-QIP PSQs initiated:

($FCL_KMP_record in $FCL_KMP)

 ($FCL_KMP_record.essential_kmp = 'Y')

 $FCL_KMP_record.first_name $FCL_KMP_record.last_name

Please ensure that the personnel required to complete the e-QIP are copied on this e-mail and have been provided the attached instructions. Please note that these instructions and the registration codes discussed below are provided to the primary POC for your company, who should then disseminate them to the appropriate KMP. You should review this email, along with attachments, in its entirety as soon as possible upon receipt even if you are not required to complete an investigation request at this time. There have been numerous changes to this process. Additionally, your company must ensure electronic fingerprints are submitted timely for your KMP and the FSO, or other company personnel, must identify an electronic fingerprinting solution

e-QIP LOGIN DETAILS
The Office of Personnel Management (OPM) made numerous changes to increase the security of the e-QIP system. These improvements enhance password protections, secure transmission of data within the application, and implement protections against external threats. If you have not accessed e-QIP recently, you will enter the e-QIP applicant site as a new user by indicating you do not have a username and password (only the login has been reset – if you have previously entered information in e-QIP, it should be retained). On the Golden Questions page, you will enter your true last name (in all CAPITAL LETTERS) and true year of birth. The city of birth may be set to the word "unknown" or to your true city of birth (in all CAPITAL LETTERS). You will also need to enter a Registration Code (all letters are CAPITALIZED), which will be provided to you via the AMRDEC Secure Access File Exchange (SAFE) website within the next 24 hours. Please monitor your email, including junk mail, for an email from No-Reply@amrdec.army.mil. This email will contain a link to the SAFE website and a password, which you will need to enter to download a file. The file will contain the Registration Codes for your company's KMP.

If you receive your Registration Code and cannot successfully login using that code, please call the DoD Security Services Call Center at 888-282-7682 and explain that you have an e-QIP Registration Code but are not able to login. Describe the error and they will work with you to troubleshoot. If they need to take steps that reset your Registration Code, please reply to this email to request the updated Registration Code. If you follow these steps and are not able to login, please "reply all" to this email to advise us of this immediately.

Once you have successfully logged in and created a username and password, you should be able to use that username and password to login going forward.

SIGNATURE PAGES

Signature pages can now be signed digitally within e-QIP using Click-to-Sign (C2S)! Utilizing C2S will allow for more efficient processing of your request. It is possible to "opt out" of using C2S and to print, sign, and transmit ink signed signature pages instead. However, it is HIGHLY RECOMMENDED that all subjects being processed as Key Management Personnel (KMP) for an in-process FCL use C2S to minimize the possibility of encountering issues that may interfere with meeting FCL process deadlines.

If you choose to opt out of using C2S, please see the attached guide for instructions on submitting your traditionally signed signature pages.

DEADLINE

You are strongly encouraged to submit your e-QIP as soon as possible. Failure to submit the e-QIP and Signature Pages for all KMP listed above by the deadline provided in your Welcome Email, or within 25 calendar days of the date of this email if no other deadline has been provided, may result in discontinuation of your FCL process. Please note that electronic fingerprints can be submitted up to 120 days prior to the investigation request. Early submission of electronic fingerprints is STRONGLY encouraged.

FINGERPRINTS

All investigations except Periodic Reinvestigations (PRs) require that the subject's fingerprints be submitted electronically via the Secure Web Fingerprint Transmission (SWFT) website. Please see the attached guide for instructions on completing this requirement. As a facility that is in-process for an FCL, your company does not yet meet the minimum requirements to obtain a SWFT account. Your personnel's fingerprints will need to be submitted via SWFT as .EFT files by FCB or another third party.

Please review the attached guidance now and identify an electronic fingerprint solution that will work for your company so you will be able to submit fingerprints timely. Please do not attempt to submit fingerprints in any format besides an .EFT file. You should submit electronic fingerprints via SAFE to me or via SWFT to OPM as soon as possible. Fingerprints must be received by OPM no

later than 14 calendar days after or up to 120 days prior to submission of your eQIP. If you submit your fingerprints to FCB for processing, you will need to allow for an additional 2-3 business days for them to be sent to OPM. Failure to meet the 14 day deadline will result in your investigation requests being deemed unacceptable and the FCL process will be discontinued.

Thank you

Defense Counterintelligence and Security Agency
Facility Clearance Branch
27130 Telegraph Road
Quantico, VA 22134

12.   Assigned to Field Office

This is an automatically generated email. Please do not respond to this email.

$Sponsorship_Submission.facility_profile_775032744.cage_cd

$Sponsorship_Submission.facility_profile_775032744.facility_nm

An in-process facility has been assigned to your Field Office. Log in to NISS to assign an Industrial Security Representative.

This is an automatically generated email. Please do not respond to this email.

13.   Discontinue for Missing FCL Approaching

This is an automatically generated email. Please do not respond to this email.

$Sponsorship_Submission.facility_profile_775032744.cage_cd
$Sponsorship_Submission.legal_nm

The status of the associated Sponsorship Package indicates that a FCL Package has not yet been submitted. Please be certain to read the FCL Orientation Handbook completely and pay special attention to the three discontinuation points during the FCL process. If your facility is discontinued, the FCL process will stop, and your facility will need to be sponsored again into the NISP.

This facility sponsorship will be discontinued in 5 days due to:

Failure to submit the Initial FCL Package (including all required documentation and forms) in the National Industrial Security System (NISS) by $Sponsorship_Submission.fcl_sub_discontinue_date_775032744.

This notification is for informational purposes only. If you have additional questions, please contact your DSS Industrial Security Representative or the Help Desk at $custom.dss_help_desk_number.

This is an automatically generated email. Please do not respond to this email.

14.   Discontinue for Missing KMP e-QIP Approaching

This is an automatically generated email. Please do not respond to this email.

$Sponsorship_Submission.facility_profile_775032744.cage_cd
$Sponsorship_Submission.legal_nm

The status of the associated Sponsorship Package indicates that one or more Key Management Personnel (KMP) Electronic Questionnaire for Investigations Processing (e-QIP) has not been submitted. Please be certain to read the FCL Orientation Handbook completely and pay special attention to the three discontinuation points during the FCL process. If your facility is discontinued, the FCL process will stop, and your facility will need to be sponsored again into the NISP.

This facility sponsorship will be discontinued in 5 days due to:

Failure to submit KMP eQIPs by
$Sponsorship_Submission.kmp_eqip_sub_discontinue_date_775032744.

This notification is for informational purposes only. If you have additional questions, please contact your DSS Industrial Security Representative or the Help Desk at $custom.dss_help_desk_number.

This is an automatically generated email. Please do not respond to this email.

15.   IS Rep Assigned

This is an automatically generated email. Please do not respond to this email.

$Sponsorship_Submission.facility_profile_775032744.cage_cd

$Sponsorship_Submission.facility_profile_775032744.facility_nm

The Defense Counterintelligence and Security Agency's Representative assigned to your facility is:

$Sponsorship_Submission.is_rep_775032744.full_name

$Sponsorship_Submission.is_rep_775032744.email

$Sponsorship_Submission.is_rep_775032744.phone

$Sponsorship_Submission.field_office_775032744.field_office_name_232749108

Please login to the National Industrial Security System (NISS) for additional information.

This notification is for informational purposes only. If you have additional questions, please contact your DCSA Representative or the DCSA Knowledge Center at (888)-282-7682.

Defense Counterintelligence and Security Agency (DCSA): www.dcsa.mil

This is an automatically generated email. Please do not respond to this email.

16.   Sponsorship Discontinued for FCL

This is an automatically generated email. Please do not respond to this email.

$Sponsorship_Submission.cage_cd
$Sponsorship_Submission.legal_nm

The Defense Counterintelligence and Security Agency (DCSA), Facility Clearance Branch has completed action to discontinue the processing of the facility clearance for $Sponsorship_Submission.legal_nm, CAGE $Sponsorship_Submission.cage_cd due to required documentation not being submitted by the suspense date. On behalf of The Department of Defense, DCSA appreciates your interest in participating in the National Industrial Security Program. If a future procurement need arises to perform on a classified contract, please request that your sponsor submit a new FCL sponsorship package in NISS.

This notification is for informational purposes only. If you have additional questions, please contact your DCSA Representative or the DCSA Knowledge Center at (888)-282-7682, Option 3.

Defense Counterintelligence and Security Agency: $custom.niss_web_link

This is an automatically generated email. Please do not respond to this email.

17.   Sponsorship Discontinued for KMP e-QIP

This is an automatically generated email. Please do not respond to this email.

$Sponsorship_Submission.cage_cd
$Sponsorship_Submission.legal_nm

The Defense Counterintelligence and Security Agency (DCSA) Facility Clearance Branch has completed action to discontinue the processing of the facility clearance for $Sponsorship_Submission.legal_nm, CAGE $Sponsorship_Submission.cage_cd due to the KMP e-QIPs not being submitted by the date required. On behalf of the Department of Defense, DCSA appreciates your interest in participating in the National Industrial Security Program. If a future procurement need arises to perform on a classified contract, please request that your sponsor submit a new FCL sponsorship package to $custom.generic_fcb_email.

This notification is for informational purposes only. If you have additional questions, please contact your DCSA Industrial Security Representative or the Knowledge Center at $custom.dss_help_desk_number.

Defense Counterintelligence and Security Agency: $custom.niss_web_link

This is an automatically generated email. Please do not respond to this email.

18.   Sponsorship Discontinued – Generic Message

This is an automatically generated email. Please do not respond to this email.

The Defense Counterintelligence and Security Agency (DCSA) Facility Clearance Branch has completed action to discontinue the processing of the facility clearance for $Sponsorship_Submission.legal_nm (CAGE $Sponsorship_Submission.cage_cd) for the following reasons:

$Sponsorship_Submission.discontinue_reason_2076874488

On behalf of the Department of Defense, DCSA appreciates your interest in participating in the National Industrial Security Program. If a future procurement need arises to perform on a classified contract, please have your sponsor submit a new FCL sponsorship package within National Industrial Security System (NISS), with all issues or concerns resolved that initiated the discontinuation.

This notification is for informational purposes only. If you have additional questions, please contact your DCSA Representative or the DCSA Knowledge Center at (888)-282-7682, Option 3.

Defense Counterintelligence and Security Agency (DCSA): $custom.niss_web_link

This is an automatically generated email. Please do not respond to this email.

19.   Sponsorship Package - Discontinue Dates Extended for FCL

This is an automatically generated email. Please do not respond to this email.

The Defense Counterintelligence and Security Agency (DCSA) Facility Clearance Branch has completed action to extend the deadline for submission of the FCL Package in NISS for $Sponsorship_Submission.legal_nm (CAGE $Sponsorship_Submission.cage_cd) to [$Sponsorship_Submission.fcl_sub_discontinue_date_775032744] for the following reasons:

$Sponsorship_Submission.reason_for_date_extension_2076874488

On behalf of the Department of Defense, DCSA appreciates your interest in participating in the National Industrial Security Program.

This is an automatically generated email. Please do not respond to this email.

20.   Sponsorship Package Submission (Facility)

This is an automatically generated email. Please do not respond to this email.

The Defense Counterintelligence and Security Agency (DCSA) received a sponsorship package to process the following contractor facility for a Facility Clearance (FCL).

In association with contract $Sponsorship_Submission.contract_cd, the below facility was sponsored:

Company Name: $Sponsorship_Submission.legal_nm

$Sponsorship_Submission.phys_street1

$Sponsorship_Submission.phys_street2

$Sponsorship_Submission.phys_city, $Sponsorship_Submission.phys_state_cd $Sponsorship_Submission.phys_zip_cd

CAGE Code: $Sponsorship_Submission.cage_cd<

Requested FCL Level: $Sponsorship_Submission.level_of_clearance_required-label   Requested Safeguarding Level: $Sponsorship_Submission.level_of_safeguarding_required-

The sponsorship request was initiated by the following party:

Facility: $Sponsorship_Submission.spnsr_comp_nm

CAGE: $Sponsorship_Submission.spnsr_cage_cd.cage_cd

Point of Contact (POC): $Sponsorship_Submission.spnsr_fn

$Sponsorship_Submission.spnsr_ln

POC Phone: $Sponsorship_Submission.spnsr_phone

POC Email: $Sponsorship_Submission.spnsr_email

This notification is for informational purposes only. If you have additional questions, please contact the Facility Clearance Branch (FCB) at $custom.generic_fcb_email.

This is an automatically generated email. Please do not respond to this email.

21.   Sponsorship Package Submission (Government Agency)

This is an automatically generated email. Please do not respond to this email.

The Defense Counterintelligence and Security Agency (DCSA) received a sponsorship package to process the following contractor facility for a Facility Clearance (FCL).

In association with contract $Sponsorship_Submission.contract_cd, the below facility was sponsored:

Company Name: $Sponsorship_Submission.legal_nm
Address:
$Sponsorship_Submission.phys_street1
$Sponsorship_Submission.phys_street2
$Sponsorship_Submission.phys_city, $Sponsorship_Submission.phys_state_cd
$Sponsorship_Submission.phys_zip_cd
CAGE: $Sponsorship_Submission.cage_cd
Requested FCL Level: $Sponsorship_Submission.level_of_clearance_required-label
Requested Safeguarding Level: $Sponsorship_Submission.level_of_safeguarding_required-label

The sponsorship request was initiated by the following party:

Agency: $Sponsorship_Submission.government_agency_sponsor.agency_name
Point of Contact (POC): $Sponsorship_Submission.spnsr_fn $Sponsorship_Submission.spnsr_ln
POC Phone: $Sponsorship_Submission.spnsr_phone
POC Email: $Sponsorship_Submission.spnsr_email

This FCL request package will be processed in the order the sponsorship was received. If there are any questions or concerns, DCSA will reach out to the sponsor and/or listed GCA POC to get those concerns resolved.

When the FCL package is accepted or rejected, the sponsor will be notified via an automated email message from the National Industrial Security System (NISS).

This notification is for informational purposes only. If you have additional questions, please contact the Facility Clearance Branch (FCB) at $custom.generic_fcb_email or call the DCSA Knowledge Center at (888)-282-7682, Option 3.

 Defense Counterintelligence and Security Agency: www.dcsa.mil

This is an automatically generated email. Please do not respond to this email.

22. Sponsorship Package Submission Rejected (Facility)

This is an automatically generated email. Please do not respond to this email.

The Defense Counterintelligence and Security Agency (DCSA) received a sponsorship package to process the following contractor facility for a Facility Clearance (FCL). However, the sponsorship package was rejected.

In association with contract $Sponsorship_Submission.contract_cd, the below facility was sponsored:

Company Name: $Sponsorship_Submission.legal_nm

Address:

$Sponsorship_Submission.phys_street1

$Sponsorship_Submission.phys_street2

$Sponsorship_Submission.phys_city, $Sponsorship_Submission.phys_state_cd $Sponsorship_Submission.phys_zip_cd

CAGE Code: $Sponsorship_Submission.cage_cd

Requested FCL Level: $Sponsorship_Submission.level_of_clearance_required-label

Requested Safeguarding Level: $Sponsorship_Submission.level_of_safeguarding_required-

Reason(s) for rejection:

$Sponsorship_Submission.rejection_reason

The sponsorship request was initiated by the following party:

Facility: $Sponsorship_Submission.spnsr_comp_nm

CAGE: $Sponsorship_Submission.spnsr_cage_cd.cage_cd

Point of Contact (POC): $Sponsorship_Submission.spnsr_fn $Sponsorship_Submission.spnsr_ln

POC Phone: $Sponsorship_Submission.spnsr_phone

POC Email: $Sponsorship_Submission.spnsr_email

This notification is for informational purposes only. If you have additional questions, please contact the Facility Clearance Branch (FCB) at $custom.generic_fcb_email.

This is an automatically generated email. Please do not respond to this email.

23.   Sponsorship Package Submission Rejected (Government Agency)

This is an automatically generated email. Please do not respond to this email.

The Defense Counterintelligence and Security Agency (DCSA) received a sponsorship package to process the following contractor facility for a Facility Clearance (FCL). However, the sponsorship package was rejected.

In association with contract $Sponsorship_Submission.contract_cd, the below facility was sponsored:

Company Name: $Sponsorship_Submission.legal_nm

Address:

$Sponsorship_Submission.phys_street1
$Sponsorship_Submission.phys_street2
$Sponsorship_Submission.phys_city, $Sponsorship_Submission.phys_state_cd
$Sponsorship_Submission.phys_zip_cd

CAGE Code: $Sponsorship_Submission.cage_cd
Requested FCL Level: $Sponsorship_Submission.level_of_clearance_required-label
Requested Safeguarding Level: $Sponsorship_Submission.level_of_safeguarding_required-label
Reason(s) for rejection:
$Sponsorship_Submission.rejection_reason

The sponsorship request was initiated by the following party:

Agency: $Sponsorship_Submission.government_agency_sponsor.agency_name
Point of Contact (POC): $Sponsorship_Submission.spnsr_fn $Sponsorship_Submission.spnsr_ln
POC Phone: $Sponsorship_Submission.spnsr_phone
POC Email: $Sponsorship_Submission.spnsr_email

This notification is for informational purposes only. If you have additional questions, please contact the Facility Clearance Branch (FCB) at $custom.generic_fcb_email or call the DCSA Knowledge Center at (888)-282-7682, Option 3.

 Defense Counterintelligence and Security Agency: www.dcsa.mil

This is an automatically generated email. Please do not respond to this email.

24.   Telephonic Survey Done Notification

This is an automatically generated email. Please do not respond to this email.

$Sponsorship_Submission.facility_profile_775032744.cage_cd
$Sponsorship_Submission.legal_nm

The status of the Telephonic Survey has changed. Please log in to the National Industrial Security System (NISS) for additional information.

This is an automatically generated email. Please do not respond to this email.

25.   Welcome Package New Facility Clearance Request

$Sponsorship_Submission.fso_fn $Sponsorship_Submission.fso_ln,

Welcome to the National Industrial Security Program. This email is confirmation that your Facility Clearance (FCL) sponsorship package has been accepted. Today is Day 1 in your facility's FCL Process.

The Defense Counterintelligence and Security Agency (DCSA) has been delegated security administration responsibilities and is the Cognizant Security Office (CSO) on behalf of the Department of Defense (DoD). As the CSO, DCSA will advise and assist your facility during the FCL process.

It is highly recommended that all required legal business documentation pertaining to your facility is reviewed for accuracy and completeness prior to submission. A list of required documents and forms can be found in the FCL Orientation Handbook, located on the DCSA website at www.dcsa.mil.

It is imperative that your facility meets the required deadlines noted below. A DCSA Representative from the Facility Clearance Branch (FCB) will work with your facility as you progress through the FCL Process. If you have any questions, please contact your assigned DCSA FCB Specialist or the DCSA Knowledge Center at (888)-282-7682, Option 3.

Deadline 1 (Day 20): Upload the required Documentation and Forms in the National Industrial Security System (NISS)* by $Sponsorship_Submission.fcl_sub_discontinue_date_775032744.

Deadline 2 (Day 45): Submit Key Management Personnel (KMP) Electronic Questionnaire for Investigations processing (e-QIPs) by $Sponsorship_Submission.kmp_eqip_sub_discontinue_date_775032744.

Deadline 3: Submit KMP fingerprints within 14 days after submitting KMP e-QIPs

NOTE: Failure to meet any of the above deadlines may result in the discontinuation of the FCL processing. If your FCL request is discontinued for any reason, your sponsor will be required to resubmit a sponsorship request in NISS and your facility will start the process over.

NISS/NCAISS ACCOUNT REQUEST GUIDANCE:

In order to submit your required legal business documentation and forms identified in the FCL Orientation Handbook, you will be required to register for an account in the NISS. Registering for NISS is a two-step process.

The first step is to establish a National Industrial Security Program (NISP) Central Access Information Security System (NCAISS) account: http://www.dcsa.mil/is/nisp_ncaiss. NCAISS registration requires use of a DoD-Approved PKI (CAC/ECA). If you currently do not have a DoD-Approved PKI, it is recommended that you immediately begin the process to obtain one. More information can be found in the NCAISS FAQs at: https://www.dcsa.mil/Portals/91/Documents/IS/NCAISS_FAQs.pdf.

Once you've established an NCAISS account, you will complete the second step of NISS registration. You will receive a separate email in the next few days stating that your DCSA Representative has been assigned. For more information on NISS registration, please review the "Registration" section at: http://www.dcsa.mil/is/niss.

The Defense Counterintelligence and Security Agency looks forward to partnering with you on this process.

Regards,

$Sponsorship_Submission.fcb_specialist_775032744.full_name
DCSA FCB Specialist
$Sponsorship_Submission.fcb_specialist_775032744.email
$Sponsorship_Submission.fcb_specialist_775032744.phone