NISS Screenshots—Apr 2017 Sponsorship Package Submission Business Information FSO Information Contract Information Program-Specific GCA POC Sponsor Information Instructions Sponsored Facility Information **Upload Supporting Documents** FACILITY CLEARANCE (FCL) SPONSORSHIP INSTRUCTIONS If you wish to expedite your FCL request, please note that in the majority of cases, the longest avoidable delays are caused by submission of incomplete or incorrect FCL sponsorship requests. The sponsorship should be a collaborative effort between the sponsoring Government Contracting Activity (GCA) or Cleared Defense Contractor (CDC) and the company being sponsored to ensure all information provided is accurate and up-to-date. Please read the following instructions prior to submitting your sponsorship request. The FCL process has changed and requests will be rejected upon receipt if they do not meet all applicable NISPOM requirements. Submitting numerous incomplete requests will result in delays to the overall FCL process timelines If inconsistencies in the sponsorship request are identified at any point during the FCL process, it may become impossible to meet deadlines established in the FCL Orientation Handbook (see http://www.dss.mil/isp/fac_clear/fac_clear_check.html). This may result in discontinuation of the FCL process and valuable lost time in the process for obtaining an FCL Failure to provide requested information WILL delay the FCL process or result in rejection of your request. Please visit our website at http://www.dss.mil/isp/fac_clear/fac_clear.html, or contact the DSS Knowledge Center at 888-282-7682 (option 3) if you have questions. A complete sponsorship request must include the following 1. SPONSORSHIP LETTER: Please use the most up-to-date version of the Sponsorship Letter available on our website at http://www.dss.mil/isp/fac_clear/fac_clear_check.html in the Sponsorship section under "sample sponsorship letter." This document has been created to assist you in providing the necessary information and includes notes to help you avoid the most common rejection reasons: - Commercial and Government Entity (CAGE) Code: DSS uses CAGE codes to track FCL information. A CAGE code is required for an FCL to be issued. Please visit www.sam.gov for 2. JUSTIFICATION: The justification for an FCL must demonstrate a bona fide procurement requirement to access U.S. Government classified information. It must validate the FCL and safeguarding levels requested as well as any special access requirements or caveats. Please note: background investigation or clearance requirements for access to secure locations or to meet position requirements is not the same as access to classified information and is not justification for an FCL. The justification should clearly indicate what ACCESS is required. The most common form of justification is a DD 254 issued from the sponsor to the facility being sponsored. All attachments and addendums referenced in the DD 254 must be provided with your request. For assistance in completing the DD 254, please see http://www.cdse.edu/documents/cdse/DD254.pdf and https://stepp.dss.mil/courseware/dd254/ddform254fillable.pdf. 3. GCA AUTHORIZATION: Written GCA or Intelligence Community authorization is REQUIRED by the NISPOM to subcontract certain types of information. This may be in the form of an appropriate Government representative's signature in section 13 of a subcontract DD 254 or any other written communication indicating the appropriate Government entity is aware that the sponsoring company will subcontract the specific type of information requiring concurrence to the sponsored company in performance of that contract. It is strongly encouraged that all sponsorship requests based on a subcontract include written GCA authorization. 4. STATEMENT OF WORK (SOW) AND/OR PERFORMANCE WORK STATEMENT (PWS): It is HIGHLY recommended that a contract- or subcontract-specific SOW or PWS be included with all sponsorship requests. Failure to provide an SOW or PWS may delay the request or result in rejection of the request. Please note that requests submitted by a CDC to sponsor a subcontractor must include a description, quantity, end-item, and classification of the information related to the proposed subcontract if safeguarding is required. See NISPOM 7-101b(2) at http://www.dtic.mil/whs/directives/corres/pdf/522022M.pdf for more information. DSS ECL SPONSORSHIP LETTER MAY 2016 FACILITY CLEARANCE (FCL) REQUEST Date of Request: Defense Security Service (DSS) ATTN: Facility Clearance Branch (FCB) 27130 Telegraph Road Quantico, VA 22134 Email complete FCL sponsorship requests to: dss.quantico.dss-hq.mbx.occ-facilities@mail.mil Please review the notes provided in red throughout the sponsorship letter. These address the most common reasons for rejection. If a note applies to your request, please ensure that your sponsorship package fully addresses any questions this may raise regarding the company's eligibility to be processed for an FCL. Supporting documentation or additional information may be included as an attachment to or in the body of your sponsorship email Detailed instructions for submitting an FCL sponsorship request are available at http://www.dss.mil/isp/fac_clear_check.html in the "Facility Clearance (FCL) Sponsorship Request Letter" document. Please contact the DSS Knowledge Center at 888-282-7682 (option 3) if you have any questions.

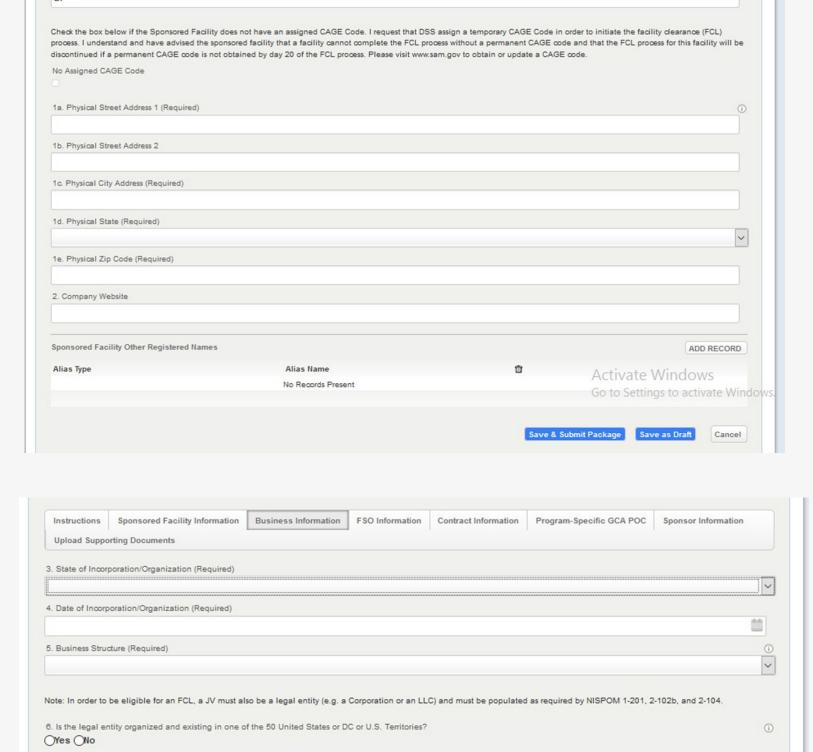
Instructions | Sponsored Facility Information | Business Information | FSO Information | Contract Information | Program-Specific GCA POC | Sponsor Information

Upload Supporting Documents

Facility Legal Name .

Test

CAGE Code *



Note: Where a viable security program exists at a home office within a multiple facility organization, DSS does not process new FCLs for division or branch offices that do not material for

11b. FSO Legal Last Name (Required)

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Note: It is highly recommended that the person listed as FSO be the person who is actually

contract performance, unless there is a sufficient contractual or critical need.

8. Facility holds FCL with another Government agency besides DSS? (Required)

7. Facility Located on Government installation? (Required)

9. Primary Type of Business (Required)

10. Principal Product/Service (Required)

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11c. FSO Phone (Required)

11e. FSO Phone Extension

Yes No

OYes ONo

OYes ONo

21. Access to classified information required in performance of this contract? (Required)

24a. Request based on a subcontract issued to the Sponsored Facility? (Required)

24c. Will CNWDI or SCI or non-SCI Intelligence or COMSEC or NATO information be disclosed?

Add Record button of Upload Supporting Documents sub form

Document Type *

PWS/SOW

GCA Concurrence Letter

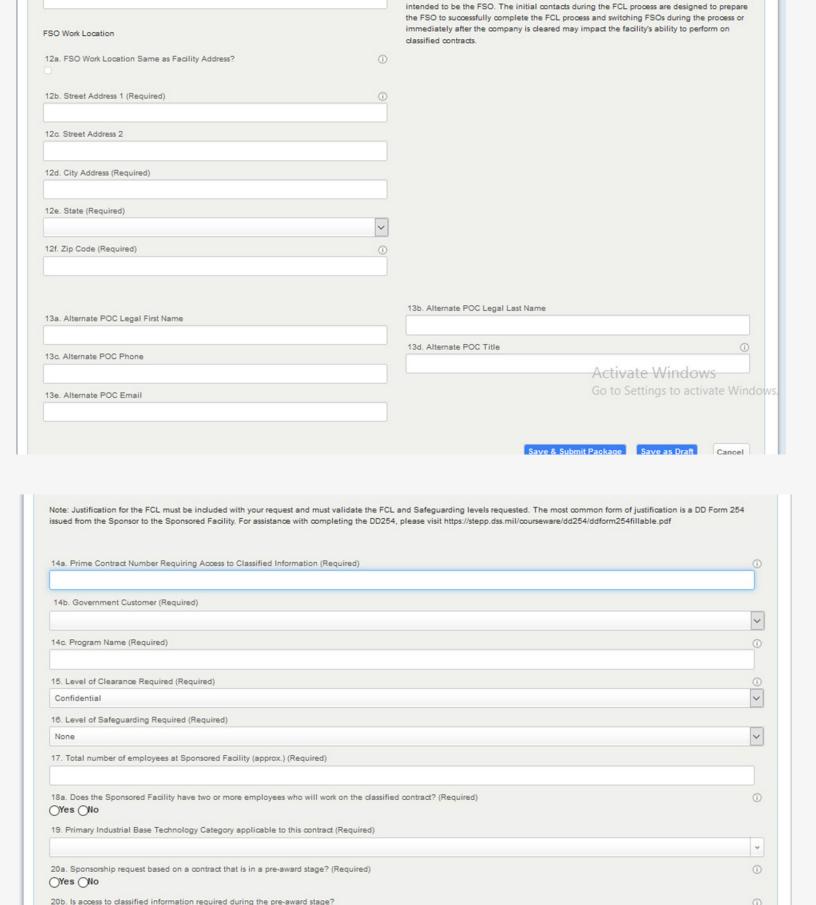
GCA Written Approval for pre-award access Government Installation Letter Justification (e.g. DD Form 254)

22. Unclassified description of type of information the sponsored company will require access. (Required)

the request must be included with the sponsorship package.

11a. FSO Legal First Name (Required)

OYes ONo

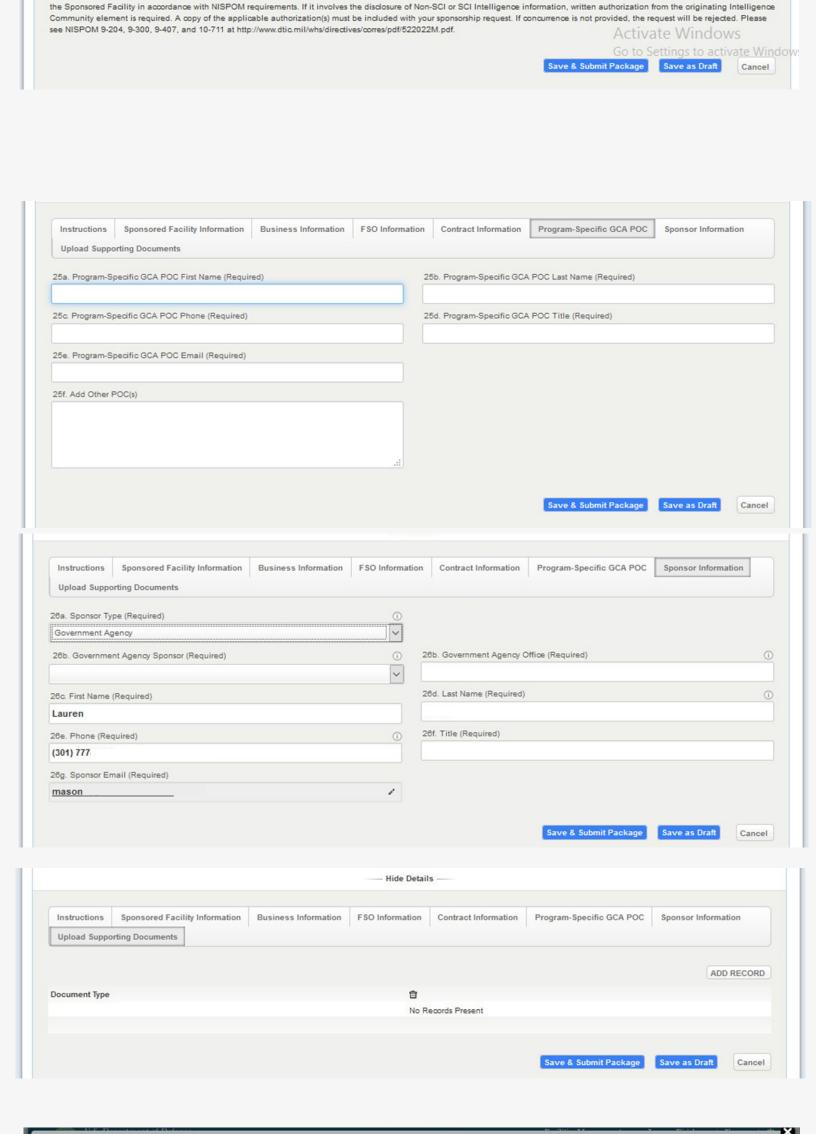


Note: A company must have a valid procurement need to access classified information at the time of FCL sponsorship. If the sponsored company is in the pre-award stage, access to classified information must be required during the pre-award stage in order for DSS to accept this request and this should be clearly indicated on the request. For a subcontract, Government Contracting Activity (GCA) written approval must be provided to confirm that access to classified information is required for the subcontractor during the pre-award stage,

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Note: A requirement to have background investigations is not the same as a requirement to have access to classified information. The GCA is responsible for funding, submitting, and managing investigations for purposes other than access to classified information (such as access to secure area, unclassified IT positions). Companies that do not require access to classified information are not eligible for an FCL and these investigations should not be processed under the National Industrial Security Program (NISP). If an FCL is being requested for a service contract in which access to classified information cannot be precluded by implementing basic security procedures, a compelling need letter from the GCA clearly explaining the rationale for

If this is a subcontract that will involve the disclosure of CNWDI, COMSEC, or NATO information to the subcontractor, you must obtain written GCA authorization to share this information with



Supporting Document *

Cancel

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