

# NISS Screenshots—Apr 2017

## Sponsorship Package Submission

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

- 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](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](http://www.sam.gov) for instructions for obtaining a CAGE code.
  - 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 to 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://step.dss.mil/courseware/dd254/dform254fillable.pdf>.
- 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.
- 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/condes/pdf/522022M.pdf> for more information.

DSS FCL 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](mailto: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/fac\\_clear\\_check.html](http://www.dss.mil/isp/fac_clear/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.

Activate Windows  
Go to Settings to activate Windows

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Facility Legal Name \*

Test

CAGE Code \*

LT

Check the box below if the Sponsored Facility does not have an assigned CAGE Code. I request that DSS assign a temporary CAGE Code in order to initiate the facility clearance (FCL) process. I understand and have advised the sponsored facility that a facility cannot complete the FCL process without a permanent CAGE code and that the FCL process for this facility will be discontinued if a permanent CAGE code is not obtained by day 20 of the FCL process. Please visit [www.sam.gov](http://www.sam.gov) to obtain or update a CAGE code.

No Assigned CAGE Code

1a. Physical Street Address 1 (Required)

1b. Physical Street Address 2

1c. Physical City Address (Required)

1d. Physical State (Required)

1e. Physical Zip Code (Required)

2. Company Website

Sponsored Facility Other Registered Names

Alias Type Alias Name

No Records Present

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3. State of Incorporation/Organization (Required)

4. Date of Incorporation/Organization (Required)

5. Business Structure (Required)

Note: In order to be eligible for an FCL, a JV must also be a legal entity (e.g. a Corporation or an LLC) and must be populated as required by NISPOM 1-201, 2-102b, and 2-104.

6. Is the legal entity organized and existing in one of the 50 United States or DC or U.S. Territories?

Yes  No

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

7. Facility Located on Government installation? (Required)

Yes  No

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

Yes  No

9. Primary Type of Business (Required)

10. Principal Product/Service (Required)

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11a. FSO Legal First Name (Required)

11b. FSO Legal Last Name (Required)

11c. FSO Phone (Required)

11d. FSO Email (Required)

11e. FSO Phone Extension

Note: It is highly recommended that the person listed as FSO be the person who is actually intended to be the FSO. The initial contacts during the FCL process are designed to prepare the FSO to successfully complete the FCL process and switching FSOs during the process or immediately after the company is cleared may impact the facility's ability to perform on classified contracts.

FSO Work Location

12a. FSO Work Location Same as Facility Address?

12b. Street Address 1 (Required)

12c. Street Address 2

12d. City Address (Required)

12e. State (Required)

12f. Zip Code (Required)

13a. Alternate POC Legal First Name

13b. Alternate POC Legal Last Name

13c. Alternate POC Phone

13d. Alternate POC Title

13e. Alternate POC Email

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Note: Justification for the FCL must be included with your request and must validate the FCL and Safeguarding levels requested. The most common form of justification is a DD Form 254 issued from the Sponsor to the Sponsored Facility. For assistance with completing the DD254, please visit <https://step.dss.mil/courseware/dd254/dform254fillable.pdf>

14a. Prime Contract Number Requiring Access to Classified Information (Required)

14b. Government Customer (Required)

14c. Program Name (Required)

15. Level of Clearance Required (Required)

Confidential

16. Level of Safeguarding Required (Required)

None

17. Total number of employees at Sponsored Facility (approx.) (Required)

18a. Does the Sponsored Facility have two or more employees who will work on the classified contract? (Required)

Yes  No

19. Primary Industrial Base Technology Category applicable to this contract (Required)

20a. Sponsorship request based on a contract that is in a pre-award stage? (Required)

Yes  No

20b. Is access to classified information required during the pre-award stage?

Yes  No

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.

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

Yes  No

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 included with your sponsorship request. 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 the request must be included with the sponsorship package.

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

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

Yes  No

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

Yes  No

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 the Sponsored Facility in accordance with NISPOM requirements. If it involves the disclosure of Non-SCI or SCI Intelligence information, written authorization from the originating Intelligence Community element is required. A copy of the applicable authorization(s) must be included with your sponsorship request. If concurrence is not provided, the request will be rejected. Please see NISPOM 9-204, 9-300, 9-407, and 10-711 at <http://www.dtic.mil/whs/directives/condes/pdf/522022M.pdf>.

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25a. Program-Specific GCA POC First Name (Required)

25b. Program-Specific GCA POC Last Name (Required)

25c. Program-Specific GCA POC Phone (Required)

25d. Program-Specific GCA POC Title (Required)

25e. Program-Specific GCA POC Email (Required)

25f. Add Other POC(s)

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26a. Sponsor Type (Required)

Government Agency

26b. Government Agency Sponsor (Required)

26c. First Name (Required)

Lauren

26d. Phone (Required)

(301) 777

26e. Sponsor Email (Required)

mason

26b. Government Agency Office (Required)

26d. Last Name (Required)

26f. Title (Required)

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Hide Details

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Upload Supporting Documents

Document Type

No Records Present

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Add Record button of Upload Supporting Documents sub form

Document Type \*

Supporting Document \*

Compelling Need Letter  
GCA Consequence Letter  
GCA Written Approval for pre-award access  
Government Installation Letter  
Justification (e.g. DD Form 254)  
PWS/SOW

Select a File

Save Cancel