

## Submit Change Conditions (Very Similar to FCL Package)

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### New FCL Package

Basic Information | Change Condition Questionnaire | Industry-DSS Package Comments

Facility Profile  
PC0005 - Prime Contractor Company Inc.

FCL Package Status  
Draft

FCL Package Type  
Change Condition

If changing the Business Structure, please save to have your Supporting Documents list updated.

Business Structure  
Limited Liability Company (LLC)

Prior Legal Names

Prior Addresses

Save Cancel

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## New FCL Package

Basic Information   Change Condition Questionnaire   Industry-DSS Package Comments

A "Changed Condition", according to the NISPOM Section 3 (1-302g), is a change to a contractor's organizational and financial structure which could affect the organization's facility clearance. Changed conditions are required to be reported to the Defense Security Service.

In addition to completing this form, all applicable forms and uploaded documents previously submitted using this system must be reviewed and updated according to the changes reported below.

Click on the box next to all changed conditions that apply to your facility. In addition, please provide greater detailed information in the corresponding sections below.

**IMPORTANT NOTES:** If you say "Yes" to Change in KMP below, when you successfully save this FCL Change Condition package for the first time, it will be pre-populated with current KMP data associated with the corresponding Facility Profile.

Likewise, if your initial selections indicate that an SF-328 is required, when you save this package for the first time, the SF-328 tab form will be pre-populated with the most recent SF-328 data available for your facility.

Change in Ownership  Yes  No

Change in Operating Name (to include changes in legal structure)  Yes  No

Change in Address  Yes  No

Change in Key Management Personnel (KMP)  Yes  No

Change in Foreign Ownership or Control or Influence (FOCI)  Yes  No

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1. Change in Ownership - Please provide detailed information regarding the change in ownership. Note that your FCL Changed Condition package must include applicable supporting documentation which may include an organization chart with percentages of ownership, stockholder list, merger & acquisition agreement, purchase agreement, amended articles / by laws.

Change in Ownership Details

2. Change in Operating Name - Please provide detailed information regarding the change in ownership. Note that your FCL Changed Condition package must include applicable supporting documentation which may include a revised Security Agreement (DD-441), meeting minutes, amended articles / by laws.

Change in Operating Name Details

3. Change in Address - Please provide detailed information regarding the change in address. Note that your FCL Changed Condition package must include applicable supporting documentation which may include a revised Security Agreement (DD-441), meeting minutes, amended articles / by laws.

Change in Address Details

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4. Change in Key Management Personnel (KMP) - Please provide detailed information regarding the change in personnel. Note that your FCL Changed Condition package must include applicable supporting documentation which may include a revised KMP list, exclusion resolution for KMP who have been temporarily or permanently excluded from having access to classified information, meeting minutes.

Change in KMP Details

5. Change in Foreign Ownership, Control or Influence (FOCI) - Please provide detailed information regarding the change in FOCI. Note that your FCL Changed Condition package must include applicable supporting documentation which may include a revised Certificate Pertaining to Foreign Interest (SF-328) and supporting documentation relevant to each change being reported.

Change in FOCI Details

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Save Cancel

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U.S. Department of Defense  
Defense Security Service  
NATIONAL INDUSTRIAL SECURITY SYSTEM

Facilities Management | Daniel Moore (FSO) | New | ⚙️

PC0005 - P...

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Hide Details

Basic Information Change Condition Questionnaire **SF-328** Supporting Documents KMP List Industry-DSS Package Comments

Check this box if your organization is a branch/division or your tier parent is submitting a consolidated SF328 (checking this box will delete the SF328 and its attachments from this package)

Consolidated SF-328 Parent CAGE Code

Consolidated SF-328 Parent Facility Name

Does your company issue stock? \*  
 No  Yes

PENALTY NOTICE  
Failure to answer all questions or any misrepresentation (by omission or concealment, or by misleading, false or partial answers) may serve as a basis for denial of clearance for access to e Windows. classified information. In addition, Title 18, United States Code 1001, makes it a criminal offense, punishable by a maximum of five (5) years imprisonment, \$15,000 fine or both, knowingly to make a false statement or representation to any Department or Agency of the United States, as to any matter within the jurisdiction of any Department or Agency of the United States. This includes any statement made herein which is knowingly incorrect, incomplete or misleading in any important particular.

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**\*Full view of SF 328 is provided in the FCL Package Screen Shots\***

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Basic Information Change Condition Questionnaire SF-328 **Supporting Documents** KMP List Industry-DSS Package Comments

- A sample Legal Organization Chart PDF is available here: [Click here for Sample\\_Org\\_Chart.pdf](#)
- A fillable PDF version of the Ownership and Control Worksheet is available here: [Click here for Contractor\\_Ownership\\_and\\_Control.pdf](#)

The following documents are REQUIRED for your type of FCL package. Additional documents may be uploaded.

- KMP List - see KMP List tab
- (Not Uploaded) SF-328**
- (Not Uploaded) DD Form 441**
- (Not Uploaded) Legal Organization Chart**

Upload Supporting Documents ADD RECORD

Document Type

No Records Present

Submit Save Cancel

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### Add Record

Basic Information

Document Type ▾ ? Supporting Document ▾ ?

Description  FCL Package

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### Add Record

Basic Information

Document Type ▾ ? Supporting Document ▾ ?

FCL Package

- Articles of Incorporation
- Articles of Organization
- Business License
- By-Laws
- Certificate of Formation
- Certificate of Incorporation
- Certificate of Limited Partnership
- Charter
- DD Form 254
- DD Form 441
- DD Form 441-1
- Exclusion Resolution for KMP (Directors or Officers)
- Exclusion Resolution for KMP (LLC Member)
- Exclusion Resolution for Parent Organization
- Exclusion Resolution for Subsidiary Organization (Noting Parent's Exclusion)
- FSO Appointment Letter
- Fictitious Name Certificate
- JV Agreement
- Legal Organization Chart

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— Hide Details —

Basic Information
Change Condition Questionnaire
SF-328
Supporting Documents
KMP List
Industry-DSS Package Comments

- Refer to the [KMP List Guide](#) for more information on required KMPs for your business structure.

The following PCLs for KMPs are REQUIRED for your business structure. Additional KMPs may be identified.

Note: If KMP position is vacant, then type "VACANT" for corresponding KMP First and Last Name.

- (Identified) FSO
- (Identified) ITPSO
- (Identified) Senior Management Official
- LLC Members are cleared if their duties require access to classified information
- Managers

The FSO indicated in the Sponsorship Package as the FSO is initially listed below as "Other - FSO." If correct, please update that user record by removing the "Other - FSO" indicator and formally select them as the FSO. If the person is not the FSO please remove them from the KMP list as appropriate.

KMPs ADD RECORD

Clearance Required	First Name	Last Name	SMO/FSO/ITPSO	Title(s)	FSO Appointment Date	
Yes	Marie	Walker	FSO,SMO,ITPSO	CEO,President,Vice President,Secretary,Treasurer	08/08/2017	🗑️

Submit
Save
Cancel

Go to Settings to activate Windows.

**\*See FCL Package Screen Shots for KMP Detail/Add Record Screen\***

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### New FCL Package

Basic Information
Change Condition Questionnaire
Industry-DSS Package Comments

Package Summary/Comments for DSS

DSS Package Feedback (Visible to Industry)

Save
Cancel

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