

Personnel Security Investigation (PSI) Data Collection User Guide

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



National Industrial Security System (NISS) - Release 2.4.2

13 January 2021



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OVERVIEW

The Personnel Security Investigation (PSI) Survey is a data collection tool within the National Industrial Security System (NISS) used to ensure that funding is available to meet the need for Personnel Security Investigations (PSI) for contractor clearances. The OMB Control Number for this collection of information, 0704-0417, expires XX-XX-XXXX.

Contractor clearances are part of the National Industrial Security Program (NISP) that the Defense Counterintelligence and Security Agency (DCSA) administers on behalf of the Department of Defense (DOD) and 33 other federal agencies. Funding for the associated industry PSIs are handled centrally by DCSA as part of its NISP responsibilities and DCSA is conducting this data collection in order to carry out these responsibilities effectively. Data collection results are critical to DCSA/DoD program planning for NISP security clearances.

PURPOSE OF THIS DOCUMENT

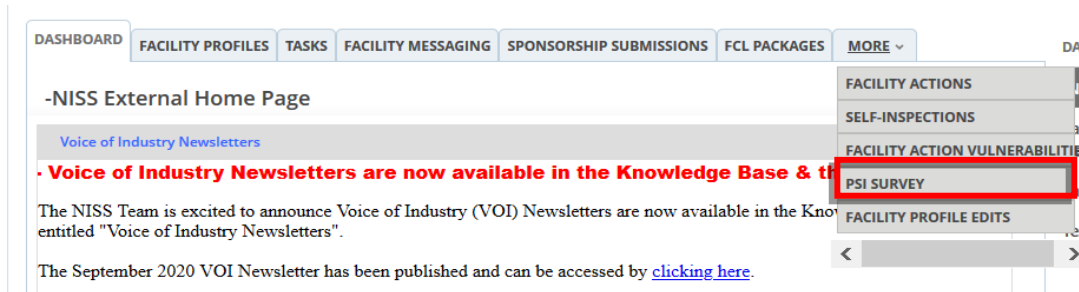
This document is a user guide for accessing and completing the annual Personnel Security Investigation (PSI) Projection Data Collection of U.S. cleared defense industry personnel, as accepted by DCSA. This user guide details the functional behavior of the application to properly collect contractor clearance data and ensure the availability of funding to meet the need for Industry PSIs.

For more information or troubleshooting support (i.e. questions about NISS access, PSI survey access, and issues with CAGE Codes), please contact the DCSA Knowledge Center at 888-282-7682 and select option 2, then option 2. For questions related to PSI Survey content (i.e. should I include projected reinvestigations if the employee is already enrolled in the CE program?), please email dcsa.ncr.dcsa.mbx.psiprogram@mail.mil.



COMPLETING AN EXISTING PERSONNEL SECURITY INVESTIGATION (PSI) SURVEY

1. Log into NISS as a Facility Security Officer (FSO), Assistant Facility Security Officer (AFSO), Key Management Personnel (KMP) or Other Security Staff.
2. To continue with a previously opened PSI Data Collection, click **PSI Survey** from the More tab.



3. The list of draft surveys appear - click **anywhere on the row** to access the applicable survey.

The screenshot shows the 'PSI Submission Status' table with the following columns: Survey Year, Facility Profile Lookup, Date Created, Modified By, Date Modified, and Survey Status. The first row is highlighted with a red box.

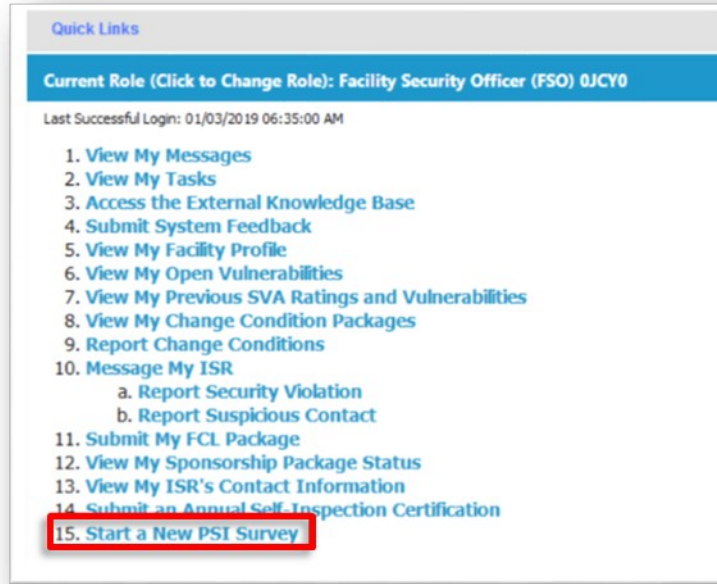
Survey Year	Facility Profile Lookup	Date Created	Modified By	Date Modified	Survey Status
2020	01101 - apha1	12/17/2020 01:54 PM	Kevin_External Gutch	12/17/2020 01:55 PM	Draft
2029	01101 - apha1	02/25/2020 11:34 AM	Kevin_External Gutch	02/25/2020 11:39 AM	Draft
2027	01101 - apha1	02/07/2020 07:31 AM	Kevin_External Gutch	02/08/2020 11:34 AM	Draft
2024	01101 - apha1	02/06/2020 07:02 AM	Kevin_External Gutch	02/08/2020 01:28 AM	Draft
2028	01101 - apha1	02/07/2020 08:19 AM	Kevin_External Gutch	02/07/2020 08:20 AM	Draft
2026	01101 - apha1	02/06/2020 09:00 AM	Kevin_External Gutch	02/07/2020 05:55 AM	Draft

Note: If you encounter any access issues, please contact your organization's FSO, AFSO, KMP, or Other Security Staff regarding the opened or submitted PSI Data Collection.

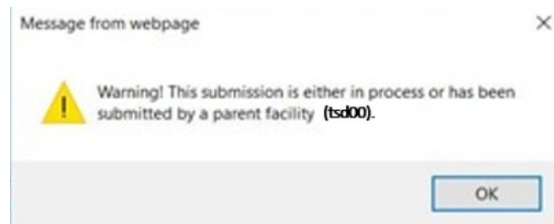


CREATING A NEW PERSONNEL SECURITY INVESTIGATION (PSI) SURVEY:

1. Log into NISS as a Facility Security Officer (FSO), Assistant Facility Security Officer (AFSO), Key Management Personnel (KMP) or Other Security Staff and click the **Start a New PSI Survey** Quick Link.



Note: If a user from the Child Facility attempts to begin a PSI Data Collection that was already started or submitted, they will receive a notification like the one shown below.





Note: A user from a Parent entity cannot submit a PSI Survey for a child entity whose survey is in progress or already submitted. A user from the Parent Facility will not receive an alert, but will be redirected to the PSI User Survey Records page, as shown below.

Survey Year	Facility Profile Lookup	Date Created	Modified By	Date Modified
2019	OJCY0 Joes Facility 0	6 days ago	Kevin Gulch - Asst FSO	3 days ago

CREATING A NEW PSI DATA COLLECTION

1. The NISS application will redirect the user to the PSI Survey **Introduction** tab - the PSI **Introduction** tab will display the PSI Survey Instructions as shown below. Complete the **PSI Survey** using the instructions outlined in the **Introduction** tab.

Introduction Submission Type Confirmation and Reason Comments

Defense Counterintelligence and Security Agency (DCSA)
Personnel Security Investigations (PSI)
Projected Requirements Data Collection

SUBMISSION TYPE TAB

1. Once you have reviewed the instructions - click on the **PSI Submission Type** tab to specify the type of submission for the PSI Data Collection.

Introduction Submission Type

Submission Type

2. Select one of the **PSI Submission Type** options using the radio buttons:
 - a. Single Submission – I am submitting data only for my facility’s CAGE Code.



- b. Consolidated Submission – I am submitting a response for at least two facility CAGE Codes.
- c. No Submission – I will not be requiring any initial and periodic investigations in Fiscal Year 2022, 2023, or 2024.
- d. Delete Submission- Submission No Longer Valid.

Introduction Submission Type

Submission Type

Select one of the following submission types and select save.

- Single Submission- I am submitting data only for my facility's CAGE Code.
- Consolidated Submission- I am submitting a response for at least two facility CAGE Codes.
- No Submission- I will not be requiring any initial and periodic investigations in Fiscal Year 2022, 2023, 2024.
- Delete Submission- Submission No Longer Valid

Save Changes Cancel

Note: If a user edits their selection for the PSI Submission Type, the change will be reflected throughout the application. For example, the CAGE Code tab will only be visible when Consolidated Submission is selected.

- 3. Click **Save Changes** to save your selection or click **cancel** to exit without saving.

Save Changes Cancel

Note: When selecting Consolidated Submission, click **Save Changes** to be able to add a CAGE Code(s) in the CAGE Code tab. moving forward without saving changes will prevent user from adding a CAGE Code.



Note: When switching between Single Submission, No Submission, or Consolidated Submission types, a pop-up may appear depending on whether the change was made immediately or at a later point. If you receive the popup displayed below, click “Yes”. If you cannot select “Yes” in the pop-up to confirm switching submission types, then press F5 to refresh the page. If you continue to encounter this issue, try logging out and back in again.



Confirmation and Reason

You have stated that you are not currently projecting any initial and periodic investigations for clearances in the upcoming three years and you are not being covered under a consolidated response. Is this correct?

- YES
- NO

If not, please return to the "Submission Type" Tab and alter your response.

Please indicate the reason that you will not require any clearances in the next three years.

- Loss of all classified contracts
- Employees are not due for periodic re-investigations over next three years
- Debarment from government contracts
- Other (please indicate reason below)

Note: If you selected “No Submission” or “Delete Submission” in the agency type tab, the Confirmation and Reason tab will appear. Answer the questions displayed in the image above and click **Save Changes** to save your selections.

Note: To complete the comments section and submit the PSI Survey, please refer to [Comments Tab](#) section of this user guide.



CAGE CODE TAB

1. Click the **CAGE Code** tab.

Introduction Submission Type **CAGE Code** Agency Type Methodology

CAGE Code

2. Select the **Checkbox (es)** associated with the CAGE Code(s) that you would like to submit projections for.

Introduction Submission Type **CAGE Code** Agency Type DoD Estimated Projections Non-DoD Estimated Projections Methodology Comments

CAGE Code

Please select the CAGE code(s) that you would like to submit projections for:

<input type="checkbox"/> Select All	FACILITY CAGE CODE	FACILITY NAME	PHYSICAL LOCATION CITY	PHYSICAL LOCATION STATE	PARENT CAGE CODE	NOTES
<input type="checkbox"/>	03dynV	d oeskr/KS/ my fystesyefbe bSaJe	nliarDgnto	MD	DA008	
<input type="checkbox"/>	048r62	chndce,aeci .rtvsKIMTSne	oJsSnea	CA	DA008	
<input type="checkbox"/>	05hMIG	aEp toL.CrroinSoF	aaxFfir	VA	DA008	

CAGE Code Search: A facility may be manually assigned via search option:

Search

SELECT FACILITY NAME

Cancel

3. Click **Select** to access your selection.

CAGE Code Search: A facility may be manually assigned via search option:

Search

SELECT FACILITY NAME

CAGE Code is already in list!

Cancel

Note: If the user does not see a CAGE Code listed, the user can search and add the CAGE Code(s) to their submission using the Search function as shown above.



AGENCY TYPE TAB

1. Click on the **Agency Type** tab.

A horizontal navigation bar with seven tabs: Introduction, Submission Type, Agency Type, DoD Estimated Projections, Non-DoD Estimated Projections, Methodology, and Comments. The 'Agency Type' tab is highlighted with a red rectangular box.

Agency Type

2. Select the **Agency Type** activities using the following radio buttons:
 - a. Only DoD contracts/activities
 - b. Only Non-DoD contracts/activities
 - c. Both DoD and Non-DoD contracts/activities

A horizontal navigation bar with seven tabs: Introduction, Submission Type, Agency Type, DoD Estimated Projections, Non-DoD Estimated Projections, Methodology, and Comments. The 'Agency Type' tab is highlighted with a grey background.

Agency Type

Do you project requiring clearances in the upcoming fiscal years due to:

A red-bordered box containing three radio button options:

- Only DoD contracts/activities
- Only non-DoD contracts/activities
- Both DoD and non-DoD contracts/activities

Two buttons: 'Save Changes' (blue) and 'Cancel' (grey).

Note: Based on the Agency Type selection from Step 2, either the DoD Estimated Projections,

Non-DoD Estimated Projections, or both tabs will be visible as displayed in the figure below.

A horizontal navigation bar with seven tabs: Introduction, Submission Type, CAGE Code, Agency Type, DoD Estimated Projections, Non-DoD Estimated Projections, Methodology, and Comments. The 'DoD Estimated Projections' tab is highlighted with a red rectangular box.

DOD ESTIMATED PROJECTIONS TAB

1. Click on the **DoD Estimated Projections** tab.

A horizontal navigation bar with seven tabs: Introduction, Submission Type, CAGE Code, Agency Type, DoD Estimated Projections, Non-DoD Estimated Projections, Methodology, and Comments. The 'DoD Estimated Projections' tab is highlighted with a red rectangular box.

DoD Estimated Projections



2. Select the **DoD Agency(s)** from the dropdown menu.

Introduction | Submission Type | CAGE Code | Agency Type | **DoD Estimated Projections** | Non-DoD Estimated Projections | Methodology | Comments

For your projections above, please select the DoD agencies which are requiring the PSI for clearance. Select all that apply.

- Air Force
- Army
- DARPA
- DCAA
- DCMA
- DCSA
- DIA
- DISA
- DLA
- DSCA
- DTRA
- MDA
- Marine Corps
- NATO
- NGA
- NSA
- Navy
- OSID
- Other DoD
- USSOCOM

Done

3. Click on **the DoD Estimates Section** matrix to open up the Estimate Section entry fields per the arrow below. Enter the number of projections into the **DoD Estimates Section** entry fields as shown in the second figure below.

DoD Estimates Section

Year	Tier 0 (Top Secret)	Tier 0R (Top Secret Reinvestigation)	Tier 2 (Secret/Confidential)	Tier 2R (Secret/Confidential Reinvestigation)
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Save Changes | Cancel

4. Click **Save Changes** to save your field entries in the DoD Estimates Sub-Form matrix.

Save Changes | Cancel



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NON-DoD ESTIMATED PROJECTIONS TAB

1. Click on the **Non-DoD Estimated Projections** tab.

Introduction	Submission Type	CAGE Code	Agency Type	DoD Estimated Projections	Non-DoD Estimated Projections	Methodology	Comments
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Non-DoD Estimated Projections

2. Select the **Non-DoD Agency(s)** from the dropdown menu

Introduction	Submission Type	CAGE Code	Agency Type	DoD Estimated Projections	Non-DoD Estimated Projections	Methodology	Comments
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For your projections above, please select the Non-DoD agencies which are requiring the PSI for clearance. Select all that apply.

- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of Treasury
- Department of the Interior
- Environmental Protection Agency
- Executive Office of the President
- Federal Communications Commission
- Federal Reserve System
- Government Accountability Office
- Millennium Challenge Corporation
- National Aeronautics and Space Administration
- National Archives and Records Administration
- National Science Foundation
- Nuclear Regulatory Commission
- Office of Personnel Management
- Overseas Private Investment Corporation
- United States Agency for International Development
- United States International Trade Commission
- United States Trade Representative



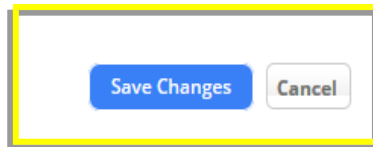
3. Enter the number of projections into the **Non-DoD Estimates Section** entry fields as shown in the second figure below.

Non-DoD Estimates Section

Year	Tier 5 (Top Secret)	Tier 5R (Top Secret Reinvestigation)	Tier 3 (Secret/Confidential)	Tier 3R (Secret/Confidential Reinvestigation)
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

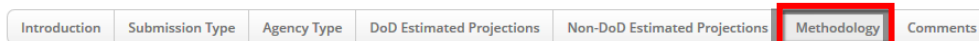
Save Changes Cancel

4. Click **Save Changes** to save your field entries - your entries should now appear in the DoD Estimates Sub-Form matrix



METHODOLOGY TAB

1. Click on the **Methodology tab**.



Methodology



2. Select the **checkbox(es)** that matches the methodology or type of data sources used for the PSI projections.

Introduction Submission Type Agency Type DoD Estimated Projections Non-DoD Estimated Projections **Methodology** Comments

Methodology

Select from the list provided the description(s) that best matches the methodology or type of data source used to make PSI projections for this data collection. Select all that apply. If selecting 'Other', please be sure to click the checkbox for a comments box.

- Average over a 3 year period
- Average over a 5 year period
- Current contracts requiring cleared personnel
- Projected contracts requiring cleared personnel
- Historical business data for this company
- Projected or Strategic business plan data for this company
- Human Resource | Personnel data
- PAS data for PR calculations
- Statistical Modeling
- Other

Save Changes Cancel

Note: When selecting **Other**, be sure to click the checkbox rather than the text for the comments box to appear.

3. Click **Save Changes** to save your selection.

Save Changes Cancel

COMMENTS TAB

1. Click on the **Comments** tab.

Introduction Submission Type Agency Type DoD Estimated Projections Non-DoD Estimated Projections Methodology **Comments**

Comments

2. Enter the data into the **Timing** text field.



- 3. To provide additional information on the data collection, select one of the **Comments** options using the listed radio buttons:
 - a. Data Collection Design/Layout
 - b. Technical Issue
 - c. Projections Clarification
 - d. Other

 - e. Not Applicable

Introduction	Submission Type	CAGE Code	Agency Type	DoD Estimated Projections	Non-DoD Estimated Projections	Methodology	Comments
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You may add optional comments about the data collection regarding a particular fiscal year. Do not submit classified information. If you feel it is essential to pass along any classified information pertaining to this data collection, please contact your DCSA ISR to resolve how to submit such information.

1. Timing

Approximately how long, in minutes, did it take you to complete this data collection?

2. Comments

If leaving a comment, please select the category type it falls under: (if you have multiple comments that fall under more than one category, then please select "Other")

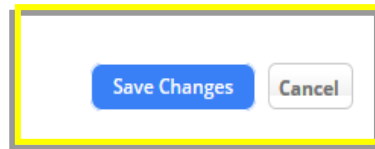
- Data collection Design/Layout
- Technical Issue
- Projections Clarification
- Other
- Not Applicable

Note: Upon selecting one of the Comments options listed above, a comment text box will appear on the right-hand side of the page as displayed in the figure above.

- 4. Enter data in the **Comments Concerning Non-DoD Year 2022, 2023, 2024** boxes, as applicable.

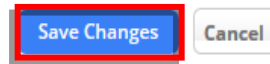


5. Click **Save Changes** to save your selection.



SAVING PROGRESS

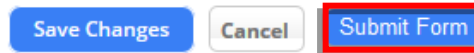
1. To submit the PSI Data Collection at a later point, click **Save Changes**.





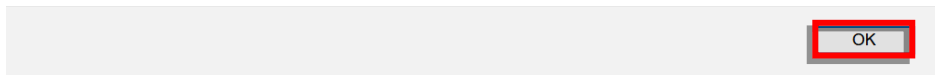
SUBMIT FORM

1. From the **Comments tab**, click **Submit Form** to submit your final PSI Data Collection responses to ISD/PMO.

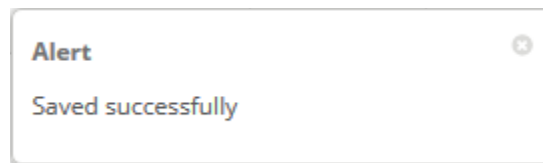


2. A pop-up with additional troubleshooting guidance will appear – click **Ok**.

Thank you for submitting your projections. Your participation is essential to the DoD program planning and budgeting for NISP security clearances. We appreciate your continued support. Any questions please email dcsa.ncr.dcsa.mbx.psiprogram@mail.mil. You may continue to edit and resubmit your responses during the reporting period.



3. Upon clicking the OK button, a “Successfully Saved” alert appears.



ADDITIONAL INFORMATION

For more information or troubleshooting support (i.e. questions about NISS access, PSI survey access, and issues with CAGE Codes), please contact the DCSA Knowledge Center at 888-282-7682 and select option 2, then option 2. For questions related to PSI Survey content (i.e. should I include projected reinvestigations if the employee is already enrolled in the CE program?), please email dcsa.ncr.dcsa.mbx.psiprogram@mail.mil.