Industrial Security Facilities Database (ISFD)

ISFD provides users with a nationwide perspective on National Industrial Security Program related facilities. In order to obtain an ISFD account, please visit www.dss.mil. Select Information Systems -> Industrial Security Facility Database. A System Access Request will need to be submitted for the creation of the account.

FCL JUSTIFICATION:

A justification should include information regarding the nature of the tasks or services to be performed by the company that require access to classified information. Some examples are:

-A DD Form 254

-A security aspects letter

-A contract or statement of work

-A request for proposal

-A request for quotation

-A cooperative research and development agreement (CRADA)

DSS supports national security and the warfighter, secures the nation's technological base, and oversees the protection of United States and foreign classified information in the hands of industry.

The FCB would be happy to schedule a briefing or teleconference. Please email occ.facilities@dss.mil if you are interested.

Please feel free to contact the FCB with any questions on the facility clearance process.

DSS

Facility Clearance Branch
27130 Telegraph Rd
Quantico, VA 22134

Phone: 571-305-6619
Fax: 571-305-6922
E-mail: occ.facilities@dss.mil
Website: www.dss.mil

Defense Security Service

New Facility Clearance Sponsorship

Facility Clearance Branch (FCB)

occ.facilities@dss.mil

Tel: 571-305-6619

Overview

The National Industrial Security Program (NISP) was established by Executive Order 12829 to safeguard classified information released to contractors, licensees, and grantees of the U.S. Government. A facility is eligible for a Facility Security Clearance (FCL) if it has a legitimate need for access to classified information in connection with a U.S. Government or foreign government requirement and meets baseline requirements for FCL eligibility. A FCL is an administrative determination that, from a national security standpoint, a facility is eligible for access to classified information at the same or lower classification category as the FCL granted to the facility.

The Defense Security Service receives approximately 80 new requests a week to process a facility for a FCL. Approximately a third of these requests are reviewed and rejected back to the sponsor. The goal of this pamphlet is to add transparency to the FCL process, improve efficiency, and enhance communication between DSS and the Government Contracting Activities.

Facility Clearance Branch Website:

http://www.dss.mil/isp/fac_clear/fac_clear.html

Who Can Sponsor a facility for a FCL?

A government contracting activity (GCA) or a currently cleared contractor may sponsor an uncleared company for an FCL. The sponsorship package must include the following:

1. The name, address, telephone number, and e-mail address of the requester.

2. The name, address, and telephone number of the company to be cleared, including a company official who shall serve as the point of contact.

3. The level of FCL required.

4. A justification for the request.

Most Common Reasons Requests are Rejected

1. Written authorization by the Government Contracting Activity (GCA) is needed when a prime contractor is trying to subcontract with access to Intelligence Information, COMSEC Information, NATO Information, and CNWDI Information. This authorization can be provided to DSS in any written format that is easiest for you! This could include, but is not limited to, email, modification to the DD 254, Addendum to the DD 254, or a Memorandum for Record.

2. Incorrect information indicated on either the sponsorship letter or justification. This may include an incorrect CAGE code, incorrect address, or discrepancies between information on the sponsorship letter and what is reflected on the justification.

3. No justification. See examples of justifications on back panel.

4. Sponsored company is already cleared or in process for a facility clearance.

5. Sponsorship is for a solicitation in which access to classified material or information is not needed during the pre-award stage.

What steps can you take so that your request does not get rejected?

1. Ensure a complete sponsorship package, consisting of a sponsorship letter and justification are provided to occ.facilities@dss.mil.

2. Review the information provided on the sponsorship letter and justification to ensure consistency.

3. Prior to submitting a sponsorship package, check the Industrial Security Facility Database (ISFD) to verify that the facility does not already have a FCL. *Please see back panel for additional information on obtaining an ISFD account.*

Sponsorships Reviewed

33%

67%

- Accepted 191
- Rejected 96

Total: 287