

Industrial Security

Prescribes the requirements, restrictions, and other safeguards to prevent unauthorized disclosure of protected information.

Classified Contracting

- The same process used in the case of an unclassified procurement is involved. The facility must qualify as a bidder to a Government procurement activity or to a prime contractor or subcontractor performing on a Government contract.
- If the bid or potential subcontract involves access to classified information, the procuring activity or cleared prime contractor submits a request to clear the prospective bidder.
- Personnel from the Facility Clearance Branch at Defense Industrial Security Clearance Office (DISCO) evaluate the request and assure that the request is valid.

Facility Security Clearance

- A facility security clearance (FCL) is an administrative determination that, from a national security standpoint, a facility is eligible for access to classified information.
- The FCL may be granted at the Confidential, Secret, or Top Secret level.
- The contractor, in turn, agrees to abide by the security requirements set forth in the National Industrial Security Program Operating Manual, commonly referred to as the NISPOM.

Costs to Contractors?

- There is no direct charge to the contractor for processing a facility security clearance. However, the contractor is responsible for security costs associated with classified storage containers, administration, compliance, etc.
- Accordingly, contractors should determine their security requirements and related costs and consider such costs when submitting a bid.

Classified Contracting Term

- The facility clearance remains in effect as long as a Security Agreement is effective.
- This agreement may be terminated by either party (Contractor or Government) by thirty days notice.
- Generally, most facility security clearances remain in effect as long as there is a need for the contractor to have access to classified information.

Government Inspections

- Periodic security reviews of all cleared contractors are conducted to ensure that safeguards employed by contractors are adequate for the protection of classified information.
- DSS Industrial Security will determine the frequency of such formal reviews, but a review will normally be conducted annually.
- DSS considers deliberate or willful violations of security requirements to be a matter of grave concern. Violations may result not only in the invalidation or revocation of the facility security clearance, but may also lead to the suspension or revocation of the responsible individual's personnel security clearance. Compelling business needs do not justify such behavior.

Can You Apply For Your Own Facility Clearance?

- No.
 - A contractor or prospective contractor cannot apply for its own facility clearance.
 - A procuring activity of the Government, or cleared contractor in the case of subcontracting, may request the clearance when a definite, classified procurement need has been established.

Sponsorship

- The very first step to clearing a company is for them to be sponsored for a facility clearance by either a government contracting activity (GCA) or another cleared company.
- Once the sponsorship letter has been received and accepted, the DSS Facility Clearance Branch will send the sponsored organization a package that contains detailed information for a company that is beginning the facility clearance process.

FACILITY SECURITY CLEARANCE REQUEST

[On agency or contractor letterhead]

Date of Request: _____

Defense Security Service ATTN: Facility Clearance Branch 2780 Airport Drive, Ste. 400 Columbus, OH
43219-2268 FAX Number: (614) 827-1586

Please process the following facility for a Facility Security Clearance:

Name of Facility: _____

Physical Address (no P.O. boxes): _____

City, State and Zip Code: _____

Level of clearance required: _____

(SECRET, CONFIDENTIAL, or TOP SECRET)

Is Safeguarding Required? _____

(If "Yes," Indicate what level will be required)

Point of Contact at the Facility: _____

*(Someone knowledgeable of this request;
we will call this person for information)*

Point of Contact's Telephone: _____ and FAX: _____

Point of Contact's E-mail Address: _____

This request is based on a bona fide procurement requirement to access classified information. Contract number is: _____ . _____

(include copy of the DD Form 254)

For additional information or questions concerning this request, contact _____ at telephone, and **E-mail Address** _____.

*(someone from your activity or facility) * (Note: requester's E-mail Address is required)*

Signed,

Requester Signature and Title Requester CAGE Code (if NISP cleared contractor): _____

This request may be submitted via email to occ.facilities@dss.mil or FAXed to (614) 827-1586.

Commercial and Government Entity Code

- Please go to the web site for [Central Contractor Registration](http://www.ccr.gov/) (CCR), <http://www.ccr.gov/> and register with the CCR. When registration is complete, your organization will be issued a CAGE Code.
- Obtaining a CAGE Code is a prerequisite to being granted a Facility Clearance. It is the number that DSS uses to track basic facility information.

Personnel Security Clearances

- In order for your company to be cleared, specified Key Management Personnel (KMP) must be cleared. Other KMP may be excluded, unless they will require access to classified information.
- Your Defense Security Service Industrial Security Representative will help you identify those that must be cleared and those that may be excluded. This must be done as soon as possible!

Fingerprint Cards (FD 258)

- These forms will be in the initial package mailed to you by the DSS Facility Clearance Branch and should be mailed to OPM (see below).
- Only use the forms that are provided to you-- other types of fingerprint cards, such as local law enforcement forms, will be rejected.

References

- The Defense Security Service (DSS)
 - www.dss.mil <https://www.dss.mil/GW/ShowBinary/DSS/psco/disco.html>
- National Industrial Security Program Operating Manual (NISPOM)
 - The **NISPOM** change was signed by the Under Secretary of Defense for Intelligence on February 28, 2006. Washington Headquarters Services has now approved general distribution.
https://www.dss.mil/portal/ShowBinary/BEA%20Repository/new_dss_internet/isp/odaa/documents/nispom20065220.pdf
- DoD Directive 5220.22 (DoD Industrial Security Program)
- DoD 5220.22R (Industrial Security Regulation)