



The Facility Clearance Process



Topics

- Defense Counterintelligence and Security Agency (DCSA)
- Key Management Personnel (KMP)
- What is a Facility Security Clearance (FCL)
- Sponsorship of a Facility Clearance
- Facility Clearance Process and Expectations
- Facility Clearance Granted and Expectations
- FSO Responsibilities – Security Program
- Employee Clearances



Defense Counterintelligence and Security Agency (DCSA)

- Defense Counterintelligence & Security Agency has been established as the CSO for the Department of Defense
- Vision
 - Through partnership and innovation, safeguard our Nation's interests as the premier provider of industrial security risk management and security professional development services.
- Mission
 - The Defense Counterintelligence & Security Agency (DCSA) strengthens national security at home and abroad through our security oversight and education operations. DCSA oversees the protection of U.S. and foreign classified information and technologies in the hands of cleared industry under the National Industrial Security Program by providing professional risk management services. As Functional Manager for the Department of Defense (DoD), DCSA provides security education, training, certification, and professional development for DoD and for other U.S. Government personnel, contractor employees, and representatives of foreign governments.
- Defense Security Services (DSS) changed their agency name to DCSA in late 2019



Key Management Personnel

- Senior Management Official (SMO)
 - Senior members of the company, Owner/s, Chairman of the Board, Board Members, CEO and or President as defined by the Operating Agreement or Bylaws of the company
- Facility Security Officer (FSO)
 - An employee of the company responsible for the oversight of the Security Program and access to classified information
- Insider Threat Program Senior Official (ITPSO)
 - An employee of the company responsible for the oversight of the Insider Threat Program, can be the FSO
- All must be US citizens



What is a Facility Security Clearance (FCL)?

- An FCL is a determination made by the Government (DCSA) that a Contractor Company is eligible for access to classified information.
- A Contractor Company must have an FCL commensurate with the highest level of classified access (Confidential, Secret or Top Secret) required for contract performance.
- It is a clearance of the business entity; it has nothing to do with the physical office structure.
- In addition to having an FCL, some companies are required to “safeguard” classified information at their location. If this is the case, then they must receive DCSA approval to safeguard classified information.



Sponsorship Requirements

- Contractors cannot sponsor themselves for an FCL. Instead, a contractor must be sponsored for an FCL by either a government contracting activity (GCA), or another cleared company.
- Two Items Required:
 - Classified contract issued to your company with the minimum of two contractual required billets with access to classified information
 - DD Form 254, Department Of Defense Contract Security Classification Specification.
 - Contract Security Classification Specification provides a contractor (or a subcontractor) the security requirements, classification guidance and handling procedures for classified material received and/or generated on a classified contract.



Company Requirements

- The Facility must meet all eligibility requirements per 32 CFR §117.9 (c) NISPOM.
- The company must need access to the classified information in connection with a legitimate U.S. Government or foreign government requirement.
- The company must be organized and existing under the laws of any of the fifty states, the District of Columbia, or Puerto Rico, and be located in the United States or its territorial areas.
- The company must have a reputation for integrity and lawful conduct in its business dealings.
- The company and its key managers must not be barred from participating in U.S. Government contracts.
- The company must not be under FOCI to such a degree that the granting of the FCL would be inconsistent with the national interest.



FCL Sponsorship Submission

- Sponsorship is initiated in NISS, as a part of the sponsorship package to include the DD254, Statement of Work/Performance Work Statement, GCA authorization, etc.:
 - Can be during the bid or solicitation stage of a contract.
- Submitted by Issuing Company or Government Customer using the National Industrial Security System (NISS).
 - Information needed for submission
 - Company Name
 - Cage Code (Verified in SAM.GOV)
 - Key Management Personnel
 - Program Related Information
 - Additional company information
- All submitted to the FCL Branch by sponsor – Company will receive a notification email confirming the submission – Sponsorship submitted



DCSA Facility Clearance Branch Roles

- Mission: The Facility Clearance Branch (FCB) oversees the Facility Clearance (FCL) process from initial issuance, facility clearance oversight, through invalidations and termination based on procurement need.
- Primary Responsibilities:
 - Receive and review initial FCL sponsorship and FCL upgrade requests
 - Verify the procurement need and accuracy of the FCL sponsorship requests
 - Issue FCLs (Confidential, Secret, and Top Secret)
 - Monitor and process FCL change conditions through NISS



The Facility Clearance Process and Expectations

- FCL branch reviews sponsor's package and approves or request updates from sponsor.
- Once the sponsorship package has been approved, you will receive an introductory email from the FCL branch. This email will explain the tasks, expectations, training, and deadlines for your assigned tasks
 - PKI/CAC Card – required for system access
 - FSO obtaining a NISS account for your company – PKI required
 - KMP clearance submission – FCL branch
 - KMP Fingerprint submission – SWFT account



The Facility Clearance Process and Expectations Cont.

- Prepare Organizational Documentation/Information: Obtain and have available the following documents/information for your submission into NISS
 - Company information: website, corporate structure, address, Federal Tax ID Number
 - Articles of Incorporation, Stock ledger, Minutes of Board Meetings, and Corporate by-laws
 - Company Org Chart: outlines company control and management
 - Key Management Personnel List. (SMO, FSO, ITPSO)
 - KMP citizenship verification – for KMPs without a clearance
 - DD Form 441: This is the Department of Defense Security Agreement. It is an agreement between your organization and the United States Government that details the security responsibilities of both the cleared organization and the United States Government.
 - SF Form 328: The Certificate Pertaining to Foreign Interest is used to report your organization's foreign involvement.
 - FSO Nomination Letter: The KMP for the company must create a FSO nomination letter listing the FSO's name and roles/responsibilities.

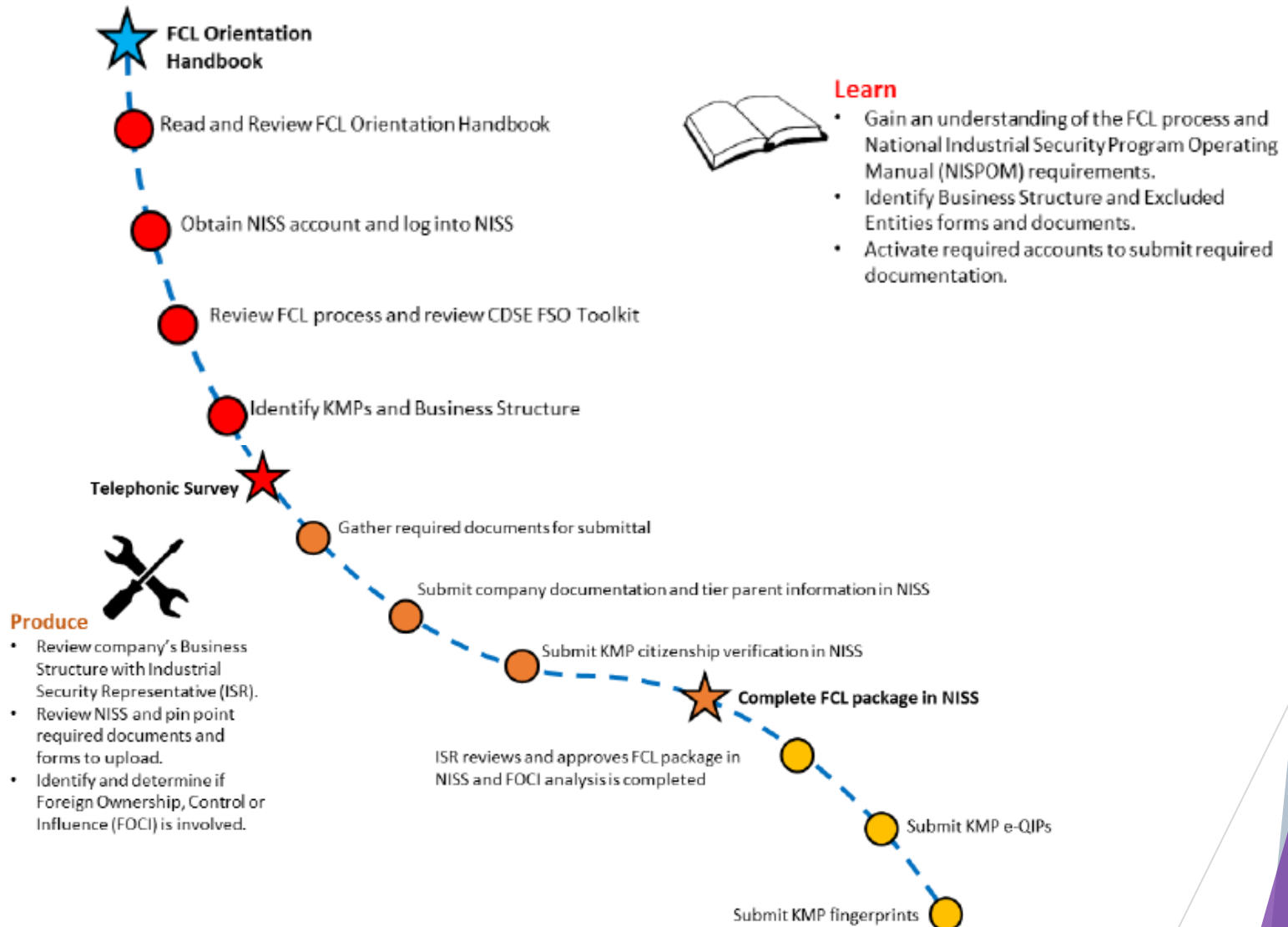


The Facility Clearance Process and Expectations Cont.

- In addition to the FSO submitting the FCL Package in the NISS system additional processes are required
 - KMPs Security Clearances Initiated: Specified Key Management Personnel (KMP) must be cleared in conjunction with the FCL. Some KMP may be excluded, unless they will require access to classified information. DCSA will help you identify those that must be cleared and those that may be excluded according to you company Operating Agreement or Bylaws.
 - FCL branch initiates KMPs clearance investigations
 - FSO receives a NISS notification from FCL branch that KMPs have been submitted with instructions
 - FSO must fingerprint KMPs and submit fingerprints via SWFT
 - KMP must submit e-QIP package for FCL branch review/submission
 - FCL branch review company's FCL package and approves/requests updates
- Now its time to wait!

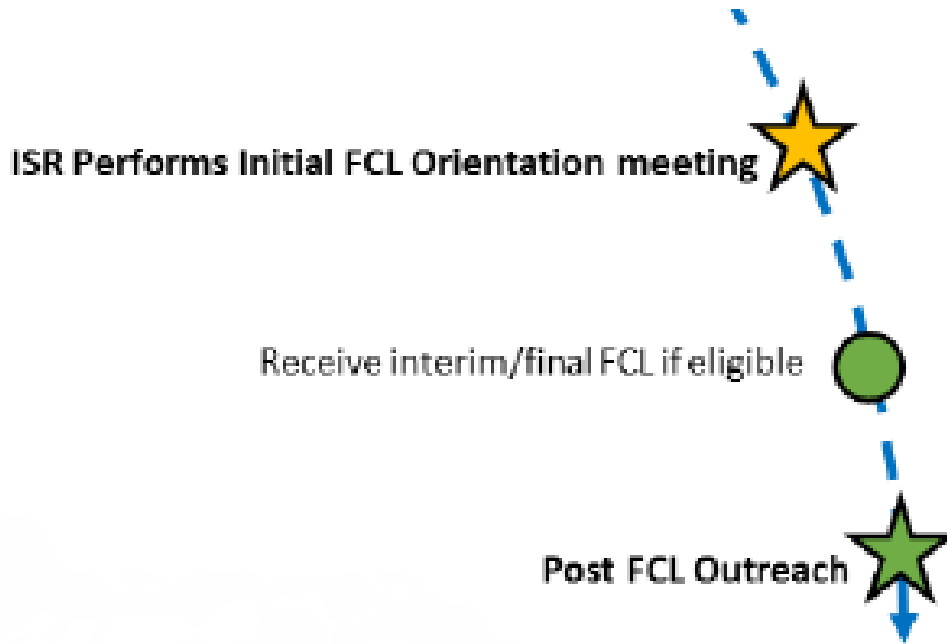
The Facility Clearance Process

3.0 FCL Roadmap





The Facility Clearance Process





The Facility Clearance Granted Post Expectations

- Once the FCL is granted, the work begins, well at least for the FSO
 - Create Security Plans and Programs
 - Security Standard Practices and Procedures (SPP)
 - Insider Treat Plan (ITP)
 - Gain access to required systems, DISS / SWFT
 - Process all employees into DISS
 - Initiate Clearances on employee that require new PCLs
 - Create and track completion or required training
 - Initial Security Briefing
 - Annual Security Briefing
 - Insider Threat Training



The Facility Clearance Granted Post Expectations

- DCSA ISR Interaction
 - The company will be assigned a local DCSA ISR
 - 90-day Initial Compliance Check
 - One-year Security Vulnerability Assessment
 - SVA's from then on
- Continue to notify your rep of any company updates: FSO or KMP changes, address changes, sale/mergers, loss of classified contracts, incident reports, etc.



The Facility Clearance Granted Post Expectations

- Maintaining an effective security program

- Implement Insider Threat Plan
- Lead DCSA inspections and visits
- DCSA Inspection Enhancement Planning
- NISPOM Required FSO training
- Clearance submissions and reinvestigations
- Employee new hires/terminations
- Employee DISS record maintenance: name changes, marriages, divorce, etc.
- Fingerprint employees
- Visit Request Submissions
- Multiple self-inspections per year
- Initial training for new hires
- NISS Profile Updates
- Employee security file management
- Required Annual training for all cleared employees
- Insider Threat Plan, maintenance, and employee tracking
- Security briefings (NATO, COMSEC, FGI)
- DD254 execution and customer interaction
- Adverse reporting in DISS and counseling for all employees
- Create and maintain Security Standard Practice Procedure (SPP), policies, and procedures
- Foreign travel briefings and debriefings
- Assist in cleared consultant execution
- Complete Self-inspections



The Facility Clearance Training Requirements

- FSO Specific Training
 - Required training is provided through the Center for Development of Security Excellence (CDSE) STEPP system.
 - Must be completed within 12 months.
 - Consists of 30 - 40 hours of focus training on maintain the security program
- ITPSO Specific Training
 - Required training is provided through the Center for Development of Security Excellence (CDSE) STEPP system.
 - Must be completed within 12 months.
- Other specialized training based on security program needs.



Questions?





Points of Contact

Kenya McDonald

CEO MAC3 Defense, Inc.

(256) 200-2110

kmcdonald@mac3defense.com

Jeff McDonald

COO MAC3 Defense, Inc.

(256) 200-4414

jmcdonald@mac3defense.com