

United States Special Operations Command

Facility Clearance Process



The Government Sponsorship

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The Government Sponsorship FCL Sponsorship Nomination

- Process Begins with FCL Nomination Completed by the Responsible COR/PM
 - Identification of the USSOCOM Mission Need Supported
 - Level of Classified Access Required
 - Verification of Company...
 - Organization and Location
 - Reputation & Integrity
 - Lack of FOCI Issues
 - CAGE Code Status*
 - KMP & FSO PCL Status
 - Understanding of DSS FCL Processing Requirements

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	UNITED STATES SPECIAL OPERATIONS COMMAND 7701 TAMPA POINT BLVD. MACDILL AIR FORCE BASE, FLORIDA 33621-5323
<i>Office Symbol of the USSOCOM Sponsor</i>	<i>Date</i>
MEMORANDUM FOR HQ USSOCOM/SOCS-Z-SM-I	
SUBJECT: Prime Contractor Facility Clearance (FCL) Sponsorship Nomination: <u>Provide Legal Name of Company</u>	
1. IAW DoD 5220.22-M, DoD <i>National Industrial Security Program Operating Manual</i> , the nominated company has completed the following necessary pre-requisites in preparation for U.S. Government Sponsorship of a Facility Clearance.	
a. The company has completed the requisite evaluations as part of source selection and is deemed as the most eligible candidate to satisfy the following HQ USSOCOM mission need: <u>Provide Brief Unclassified Description of the Mission Need</u> .	
b. In satisfying the above mission need, the company requires access to classified material up to and including: <u>CONFIDENTIAL, SECRET or TOP SECRET</u> in execution of this effort.	
c. The company is organized and exists under the laws of any of the fifty states, the District of Columbia, or Puerto Rico, and is located in the United States or its territorial areas.	
d. The company has a reputation for integrity and lawful conduct in its business dealings and the company, to include its Key Management Personnel are not barred from participating in U.S. Government contracts.	
e. The company is not under Foreign Ownership, Control or Influence (FOCI) to such a degree that the granting of a Facility Clearance would be inconsistent with national interests.	
2. In preparation for this sponsorship, the company has either completed or initiated the following requirements for Facility Clearance Processing.	
a. Obtained the following Commercial and Government Entity (CAGE) Code: <u>Identify CAGE Code</u> . If the CAGE Code has yet to be obtained, the company has submitted the necessary System for Award Management (SAM) registration or forwarded the required DD FM 2501, <i>Request for Assignment of a CAGE Code</i> , to Defense Logistics Agency on: <u>Provide Date of Registration or Date of DD FM 2501 Submission</u> .	
b. Identified Key Management Personnel and appointed a U.S. citizen employee as a Facility Security Officer (FSO) for the processing of Personnel Security Clearances. Designated personnel currently hold active U.S. security clearances necessary to satisfy the necessary Facility Clearance level of this effort identified in Paragraph 1.b. If designated personnel do not have active security clearance, the individuals have completed a draft copy of the SF 86, <i>Questionnaire for National Security Positions</i> , and are prepared to submit on the direction of Defense Security Service via the Electronic Questionnaire for Investigative Processing (e-QIPs).	
c. Reviewed and understand the requirements as outlined in the Defense Security Service's <i>Facility Clearance Handbook</i> .	
2. Point of Contact for this request is: <u>Provide Name of Responsible Contracting Officer's Representative/ Program Manager, Office Symbol, Phone Number and E-mail</u>	
<i>Signature Block of Sponsor</i>	



The Government Sponsorship

The FCL Sponsorship Letter

Submitting Complete & Accurate FCL Sponsorship Requests Requires a Collaborative Effort between SOCOM and the Sponsored Company

- Will Require Sponsored Company's...
 - Legal Name
 - CAGE Code
 - Address
 - Website
 - State/Date of Incorporation
 - Business Structure (Corp, LLC, etc.)
 - FSO Contact Info
 - Alternate POC Info

The image displays several overlapping copies of the 'Facility Clearance (FCL) Request' form. Key sections visible include:

- Facility Clearance (FCL) Request:** Header with 'UNITED STATES SPECIAL OPERATIONS COMMAND' and 'DEFENSE SECURITY SERVICE (DSS)'. Includes fields for 'Date of Request' and 'Requester Name'.
- Sponsored Facility Information:** A table with fields for:

1. Legal Name of Facility	JAGM Waiver and Mgmt LLC
2. CAGE Code	1990
3. Physical Street Address (on P.O. Receipt)	1234 Main St, Suite 100
City, State, and Zip Code	Spring House, PA 15146
4. Company Website	JAGM Waiver and Mgmt LLC
5. State and date of Incorporation/Registration	Pennsylvania, 11/18/13
6. Business Structure (Corporation, LLC, etc.)	LLC
- Level of Clearance Requested:** Fields for 'Level of Clearance Requested' (TOP SECRET//SI) and 'Level of Clearance Being Requested' (Secret).
- Facility Information:** Fields for 'Personnel' (10), 'Facility' (10), and 'Total number of employees at Sponsored Facility (approx)' (10).
- Requester Information:** Fields for 'Requester Name', 'Title', 'Contacting Office', 'Email', and 'Phone'.

**Inconsistencies in the Request at any Point in the FCL Process
May Result in the Discontinuation of the Processing of the Facility Clearance**

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The Government Sponsorship Packaging & Submitting the FCL Request

- The FCL Request Sponsorship Package Includes...

- Sponsorship Letter

- DD FM 254, Contract Security Classification Specification

- Associated Work Performance Description Document

- Cooperative Research & Development Agreement
 - Performance Work Statement
 - Statement of Work

UNITED STATES SPECIAL OPERATIONS COMMAND
Military Operations Support Center/Task Force

FACILITY CLEARANCE (FCL) REQUEST

Date of Request: 21 May 2018

Defense Security Service (DSS)
ATTN: Facility Clearance Branch (FCB)
27130 Telegraph Road
Quantico, VA 22134

Email complete FCL sponsorship requests to: DSS.FCB@mail.mil

Please review the notes provided in red throughout the sponsorship letter. These address the most common reasons for rejection. If a note applies to your request, please ensure that your sponsorship package fully addresses any questions that may arise regarding the company's eligibility to be processed for an FCL. Supporting documentation or additional information may be included as an attachment to or in the body of your sponsorship email.

Detailed instructions for submitting an FCL sponsorship request are available at <http://www.dss.mil/spic-clear-fcl>. Also, check back to the 'Facility Clearance (FCL) Sponsorship Request Letter' document.

Please contact the DSS Knowledge Center at 888-282-7682 (option 3) if you have any questions.

SPONSORED FACILITY INFORMATION

Please process the following facility for an FCL:

1. Legal Name of Facility: JACME Widgets and More, LLC

2. CAGE Code: 12345

Note: A CAGE code is required before an FCL can be issued. The CAGE code registration should match the information provided in this request. If it does not, please explain all discrepancies. Please visit www.zsars.gov to obtain or update a CAGE code.

3. Physical Street Address (no P.O. Boxes): 1200 Pennsylvania Street, Suite 1
City, State, and Zip Code: Tampa, Florida 33602

4. Company Website: [JACME Widgets and More.com](http://JACMEWidgetsandMore.com)

5. State and date of Incorporation/ Organization: Florida, 01 Jan 2018

6. Business Structure (Corporation, LLC, etc.): LLC

This is a branch/division office. The home office CAGE code is: N/A

Note: Where a viable security program exists at a home office within a multiple facility organization, DSS does not process new FCLs for division or branch offices that do not require possession of classified material for contract performance, unless there is a sufficient connection or critical need.

7. Is this a Joint Venture (JV)? Yes No

Note: In order to be eligible for an FCL, a JV must also be a legal entity (e.g. a Corporation or an LLC) and must be registered as required by ASPQM 1-201, 2-102b, and 2-104.

DSS FCL SPONSORSHIP LETTER, MAY 2016

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

Doc No: DSS/OSOP
Date Approved: October 24, 2009

1. LEVEL OF INFORMATION CONTROL REQUIRED BY CONTRACTOR FACILITY

2. THE SPECIFICATIONS: If not specified as required, DATE (YYYYMMDD) 2009021

3. A ORIGINAL CONTROL (SERIAL NO.) DATE (YYYYMMDD) 2008021

4. REQUIRED CLASSIFICATION OF ORIGINAL INFORMATION: DATE (YYYYMMDD)

5. FINAL CONTROL (SERIAL NO.) DATE (YYYYMMDD)

6. CONTROL SECURITY OFFICE (CSO) ADDRESS: If not specified, DATE (YYYYMMDD)

7. CLASS CODE: N/A

8. CONTROL SECURITY OFFICE (CSO) ADDRESS: If not specified, DATE (YYYYMMDD)

9. GENERAL USES: Design, Manufacture, Install Special Widgets for Special Operations Forces.

SOCOM WIDGET Mission Need Statement of Work (SOW) Revision 1

Items specified in this SOW support the U.S. Special Operations overseas the training, doctrine, and equipping of all U.S. Special Operations (USSOCOM), headquartered at MacDill Air Force Base, Tampa, FL, issued in 1996 by Congress to address concerns regarding the status of the command.

The command and control responsibilities in Theater Special Operations (TSO) are: South (SOCSOUTH), Honsentel Air Force Base, FL; Africa (SOCAFRICA), Stuttgart, Germany; Europe (SOCEUR), Stuttgart, Germany; Central (SOCCENT), MacDill Air Force Base, FL; Pacific (SOCPAC), Camp Smith, HI; Korea (SOCKOR), Yongsang, Korea; Northern Command (SOCNORTH), Peterson Air Force Base, CO

1.3 The acronym USSOCOM, as used in this SOW, applies to any and all USSOCOM Headquarters organizations, Components, JSOC, and TSOCs, as well as any future entity which USSOCOM may establish to support the Command's mission.

2.0 Objective. The objective of this SOW is to obtain WIDGETS in support of global Special Operations Forces (SOF).

2.1 Standards and Guidelines. The Contractor shall meet all requirements and responsibilities in support of USSOCOM and shall ensure quality work performance in accordance with the SOW.

2.2 Contractor Requirements and Responsibilities. The Contractor shall provide all personnel and supervision necessary to perform the services.

3.0 Scope of Support. This SOW identifies requirements that will provide support to the Government in the following areas: Education and Training Services, Management Support Services, and Administrative & Other Services (non-SOF AT&L).

4.0 Requirements. Specific requirements will be identified at the task order level.

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The Government Sponsorship Company Actions After Submission

U.S. Department of Defense
DEFENSE SECURITY SERVICE

Home About Us Directories Services Information Systems Contact Us

INDUSTRIAL SECURITY
Personnel Security Investigations
Industry (PSI-I) Program Office
Field Operations
- Field Office Locations
- Facility Clearance Branch (FCB)
- NAO (Formerly ODAA)
- Industry Tools
- Industry Programs
Foreign Ownership, Control or Influence
International
Industrial Security Integration & Application (IP)
Special Programs
NISP Agencies
NISP Library

Home + Industrial Security + Field Operations + Facility Clearance Branch (FCB)

Facility Clearance Branch (FCB)

****Important Update (10/12/17)****

The Industrial Security Facilities Database (ISFD) and Electronic Facility Clearance system (e-FCL) remain online and the systems of record until further notice. Later this year, ISFD and e-FCL will be replaced by the National Industrial Security System (NISS). For more information about this transition, please visit: <http://www.dss.mil/its/niss.html>.

The Facility Clearance Branch will continue manual processing of new facility requests until NISS becomes the system of record. All facility clearance requests should be submitted through the FCB mailbox at DSS.FCB@mail.mil.

Additionally, until FCB activities are migrated from legacy manual processes to the automated NISS process, the FCB is predicting additional delays in processing all requests for facility clearances.

We apologize for any inconvenience this may have caused and thank you in advance for your patience and cooperation.

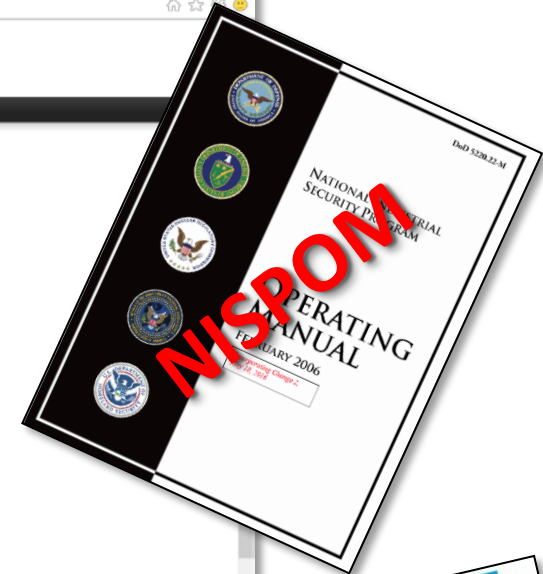
If you have any questions or concerns related to NISS please review information and points of contact [here](#). For all other FCL related questions please contact the DSS Knowledge Center at 1-888-282-7682 and select (Option 3), facility clearance inquiries, or email dss.knowledgecenter@mail.mil.

The Defense Security Service (DSS) Facility Clearance Branch (FCB) processes contractors for Facility Clearances (FCLs), issues FCLs, and monitors contractors' continued eligibility in the NISP. Please submit all FCL requests to DSS.FCB@mail.mil.

Incomplete and inaccurate sponsorship packages will be rejected, which will create delays for obtaining the facility clearance. Please carefully read and follow ALL instructions to ensure your facility clearance request is processed as timely as possible. For all FCL-related questions, or status updates on your submission, contact the [DSS Knowledge Center at 888-282-7682 and select option #3](#).

This site provides answers to frequently asked questions cleared contractors, U.S. Government Contracting Agencies, and U.S. Prime Contractors having regarding the FCL process. Reviewing this information will help you avoid many of the common errors that delay FCL packages.

- FCL Process Orientation Video and Transcript and Handbook
- DSS Improved Facility Clearance and Excluded Entity Process (webinar slides and audio)
- Facility Clearance Checklist
- Facility Clearance Process FAQs
- Download NISPOM (National Industrial Security Program Operating Manual) in PDF
 - General Principles of NISPOM Compliance for Cleared Contractors
 - NISPOM
 - NISPOM Change 2 Insider Threat Information and Resources
 - New Facility Clearance Sponsorship Pamphlet



DSS Deadlines

Task	Day 1-10	Day 10-20	Day 20-65
Documentation	<input type="checkbox"/> Identify Business Structure (see 1.1) <input type="checkbox"/> Identify Key Management Personnel (see 1.1) <input type="checkbox"/> Identify Var Entities, if applicable (see 1.1)	<input type="checkbox"/> Submit all required e-FCL documents (see 1.1)	<input type="checkbox"/> Review e-FCL (see 1.1)
Items	<input type="checkbox"/> Review FSO Toolkit http://www.dss.mil/its/fso <input type="checkbox"/> Review e-FCL http://www.dss.mil/its/fcl	<input type="checkbox"/> Submit all required e-FCL documents on the facility's EMP list.	<input type="checkbox"/> Review e-FCL (see 1.1)
Action Items	<input type="checkbox"/> Start uploading documentation into e-FCL <input type="checkbox"/> Verify NISP U.S. citizenship <input type="checkbox"/> Review National Industrial Security Program Operating Manual (NISPOM)	<input type="checkbox"/> Review e-FCL (see 1.1)	<input type="checkbox"/> Review e-FCL (see 1.1) <input type="checkbox"/> Review e-FCL (see 1.1) <input type="checkbox"/> Review e-FCL (see 1.1)

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(U) QUESTIONS?

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The Government Sponsorship *USSOCOM Industrial Security*

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The Sponsorship Package

Don't Have a CAGE Code?

A CAGE Code is Required Prior to Defense Security Service initiating e-QIP for Company KMPs and the Issuing of a Facility Clearance

- CAGEs are Issued by the Defense Logistics Agency (DLA) via...
 - Registering with the System for Award Management (SAM) Database
 - Submitting a DD FM 2501, *Request for Assignment of a Commercial & Government Entity Code*
 - Initiated/Signed By Sponsoring Government Agency
 - Completed/Submitted by the Sponsored Company to the Commander of DLA

<https://www.sam.gov/>

The image shows two overlapping screenshots. The top one is the SAM website login page, and the bottom one is a DD Form 2501.

Top Screenshot: SAM Website Login

Header: SAM SYSTEM FOR AWARD MANAGEMENT

Fields: Username, Password, Log In, Create an Account, Forgot Username?, Forgot Password?

Navigation: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, HELP

Alert: You must submit a notarized letter appointing the authorized Entity Administrator before your registration will be activated. This requirement now applies to both new and existing entities. Read our FAQs to learn more about this process change.

Notice: SAM.gov will be down for scheduled maintenance Saturday, 05/12/2011, from 8:00 AM to 3:00 PM (EDT).

Text: The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Buttons: Get it, Create a User Account

Image: User icon with a plus sign

Text: Start by creating a SAM user account. After creating your SAM user account, you can do business.

Logo: GSA

Text: IBM 91.P.13.0018047-1347 WWW1

Bottom Screenshot: DD Form 2501 (Request for Assignment of a Commercial and Government Entity (CAGE) Code)

Form Title: REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE

Form Number: DD FORM 2501, OCT 2011

Form Sections:

- SECTION A - TO BE COMPLETED BY INITIATOR
 - 1. REQUESTING GOVERNMENT AGENCY/ACTIVITY
 - a. NAME
 - b. ADDRESS
 - c. STREET
 - d. CITY
 - e. STATE
 - f. ZIP CODE
 - 2. TYPE CODE REQUESTED (X one)
 - a. TYPE A
 - b. TYPE F
 - 3. EXCEPTION CODES
 - a. CAD
 - b. ADP
 - 4. INITIATOR
 - a. TYPED NAME (Last, First, Middle Initial)
 - b. OFFICE SYMBOL
 - c. SIGNATURE
 - d. TELEPHONE NO. (include area code)
- SECTION B - TO BE COMPLETED BY FIRM TO BE CODED
 - 5. FIRM
 - a. NAME (include Branch or Division if any)
 - b. ADDRESS
 - c. STREET
 - d. CITY
 - e. STATE
 - f. ZIP CODE
 - 6. IF FIRM PREVIOUSLY OPERATED UNDER OTHER NAMES: OR OTHER ADDRESSES: SPECIFY THE PREVIOUS NAME(S) AND/OR ADDRESS(ES) (do not search ahead of page, if necessary)
 - 7. PARENT COMPANY AND AFFILIATED FIRMS (X one, and complete all applicable)
 - a. NONE
 - b. CURRENTLY AFFILIATED WITH OTHER FIRMS (list names and addresses of each firm on a separate sheet of paper)
 - c. PREVIOUSLY AFFILIATED WITH OTHER FIRMS (list names and addresses of each firm on a separate sheet of paper)
 - 8. PRIMARY BUSINESS CATEGORY (X one)
 - a. MANUFACTURER
 - b. DEALER/DISTRIBUTOR
 - c. CONSTRUCTION FIRM
 - d. SERVICE COMPANY
 - e. SALES OFFICE
 - f. OTHER (Specify)
 - 9. SMALL DISADVANTAGED BUSINESS STATUS (X one)
 - a. APPROVED BY SMALL BUSINESS ADMINISTRATION (SBA) FOR SECTION 8(a) PROGRAM
 - b. OTHER SMALL DISADVANTAGED BUSINESS CONCERN
 - c. NOT SMALL DISADVANTAGED BUSINESS CONCERN
 - 10. NUMBER OF EMPLOYEES
 - a. YES
 - b. NO
 - 11. WOMEN OWNED BUSINESS CONCERN (X one)
 - a. YES
 - b. NO
 - 12. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES
 - a. PRIMARY
 - b. OTHER (Specify)
- 13. REMARKS
- 14. FIRM OFFICIAL
 - a. TYPED NAME (Last, First, Middle Initial)
 - b. DATE SIGNED (YYYYMMDD)
 - c. SIGNATURE
 - d. TELEPHONE NO. (include area code)

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