

Explanation and examples of how the upcoming survey will work are described below.

Survey Summary – The Survey will be broken into three sections:

Section A:

- This first section will provide the user with the opportunity to review and confirm the Facility Security Officer (FSO) name, CAGE Code of the facility, and FSO email address as shown in DSS records. These records will be pulled by query of ISFD on January 30, 2013.
- DSS plans to run a daily report during the Survey's deployment for those FSOs who indicates that the FSO or his/her email address are incorrect when responding to Section A. DSS will, in turn, then notify the applicable IS Rep and/or Field Office Chief of a reported FSO change and ask their assistance in determining whether a survey email invitation should be sent to the newly identified FSO.
- As a reminder, efforts taken now to make sure facilities' information is up-to-date in ISFD will minimize the coordination workload impact on the Reps and Field Office Chiefs from the ISP survey team to correct FSO email addresses.
- The FSO will also be able to list if they are submitting for a single CAGE Code or if he/she is providing a consolidated submission for multiple CAGE codes. If DSS receives notice of a consolidated submission either during the Contact Validation Test deployment (to be deployed February 5, 2013) -or- directly by email to DSSPSISurvey2013@dss.mil (before March 4, 2013), only the FSO sending the consolidated submission will receive the email invitation.

Section B:

- In Section B, the FSO will provide information on what methodology or data source is used to estimate the PSI projections, input the PSI requirements projections for FY14-16.
- The user will be providing PSI requirements only for DoD and/or Non-DoD (as per NISPOM paragraph 1-103b) efforts that are requiring the PSI for clearance.
 - For each fiscal year the FSO will be asked to provide numbers for Single-Scope Background Investigation (Top Secret), SSBI Periodic Re-investigation, NACLIC (Secret and Confidential), and NACLIC Periodic Re-investigation.

Section C Description:

- This final section of the Survey will provide the user with an opportunity to input general comments or comments for a specific fiscal year. Classified information is not to be submitted via these comments.

Below are a handful of examples of what the user will see as they complete the Survey.

Example of Methodology / Data Source question from Section B:

SECTION B-1 - METHODOLOGY / DATA SOURCE

What methodology / data sources did you use to determine your PSI projections?

Select all that apply:

- Other**
- 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 Resources / Personnel data**
- JPAS data for PR calculations**
- Statistical Modeling**

Example of the DoD Input Table from Section B:

SECTION B-2 - DOD DATA INPUT

Below is a table to input your best numeric PSI requirements estimate for clearances by investigation type for fiscal years 2014, 2015 and 2016.

Please provide your best estimates for PSI requirements where a DoD contract or activity requires a clearance.

	Single-Scope Background Investigation (Top Secret)	SSBI Periodic Reinvestigation	NACLIC (Secret / Confidential)	NACLIC Periodic Reinvestigation
2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2015	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For an example of correct and improper input please click here: [Input Example](#)

If the survey will not let you proceed, check to ensure that you have input at least the number zero in each field of a table.

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

- | | |
|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Air Force | <input type="checkbox"/> DLA |
| <input type="checkbox"/> Army | <input type="checkbox"/> DSCA |
| <input type="checkbox"/> Marine Corps | <input type="checkbox"/> DSS |
| <input type="checkbox"/> Navy | <input type="checkbox"/> DTRA |
| <input type="checkbox"/> DARPA | <input type="checkbox"/> MDA |
| <input type="checkbox"/> DCAA | <input type="checkbox"/> NATO |
| <input type="checkbox"/> DCMA | <input type="checkbox"/> NGA |
| <input type="checkbox"/> DIA | <input type="checkbox"/> NSA |
| <input type="checkbox"/> DISA | <input type="checkbox"/> OSD |
- Other DoD (If you use this selection please provide details in your comments in Section C)
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Example of Comments Page from Section C:

SECTION C: COMMENTS

The comment section is free form text. You may add optional comments in general about the survey and/or 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 survey please contact your Defense Security Service Industrial Security Representative to resolve how to submit such information.

Time –

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

Time, In Minutes :

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 please select “other”)

- Survey Design/Layout
- Technical Issue
- Projections Clarification
- Other

General Comments:

Comments concerning FY 2014

Comments concerning FY 2015

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Comments concerning FY 2016

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