

January 16, 2013

## Important Notice to Facility Security Officers

### Next Personnel Security Investigation (PSI) Requirements Projection Survey March 11 –April 8, 2013

#### **Introduction**

The next Defense Security Service (DSS) survey of Personnel Security Investigation Requirements Projections (Survey) of cleared contractor facilities is scheduled for a four week period of data collection (March 11 – April 8, 2013).

- If your company plans to provide a consolidated response, note our request for information on page 2.
- If your facility's FSO email address changes, please inform your Industrial Security Representative as soon as possible.

#### **Purpose of the Survey**

Cleared contractor participation in this survey is critical to assist DoD in planning and requesting sufficient appropriations to ensure that industry personnel security clearance and investigative needs are met. Failure to obtain sufficient and accurate personnel clearance investigative needs from cleared industry can adversely impact U.S. military operations, U.S. government procurement and NISP cleared defense industry.

#### **Before Survey Deployment – Contact Validation Test**

From February 5 –February 19, 2013 DSS will deploy a “Contact Validation Test” (CVT) to FSOs of active, cleared facilities within the NISP. The CVT will serve three purposes:

- If the FSO listed in ISFD is not the person to complete the survey -or- if the FSO will change before Survey deployment, they may list an alternate POC.
- If the facility will be completing a consolidated submission covering more than one active, cleared facility they may list the CAGE Codes they will be covering and when the Survey deploys those CAGE codes will not receive an unnecessary email invitation.
- View screen shots of the upcoming survey.
- Provide any questions or comments before deployment.

**If You will Submit a Consolidated Survey Response:**

Disregard this section if you will submit a survey response for only one CAGE Code.

If you will submit a response for more than one CAGE Code, please take **one of the two actions** noted here:

1. In the Contact Validation Test (February 5 –February 19, 2013) there is a section to complete if you wish to submit a consolidated submission.

OR

2. Send DSS an email notice of that decision in the format below to **DSSPSISurvey2013@dss.mil** (Before March 4, 2013)
  - EMAIL Subject line: Consolidated PSI Survey Notice (Insert Facility/Company Name & CAGE Code for the Corporate Sender).
  - Text of the email: The consolidated sender will provide in the body of the email, his/her CAGE Code for the consolidated sender, Facility name, and FSO name and email along with a list of all the cleared facility CAGE Codes that will be covered by the consolidated submission. If you will be the consolidated sender, but are not the designated FSO for the CAGE Code that will send the response, please tell us in this email.
  - The list of CAGE Codes should be separated by semi-colons or provided in an attached spreadsheet or word document.

ATTACHMENT (Spring 2013 Survey Layout Example)