



Job Aid: FCL Package RFI Process and FCL Discontinuation

This Job Aid provides an overview of the FCL Package RFI (Request for Information) and FCL Discontinuation process. The FCL Package RFI process described below is not exclusive as to possible reasons for discontinuation of the FCL process.

Overview:

Effective March 1, 2023, DCSA implemented a procedure for facility clearance (FCL) package submissions to reduce the cycle, or re-work, between government contracting activities (GCAs) or contractors and DCSA. This change is one of several initiatives DCSA undertook to streamline the FCL process, which will ensure the fullest degree of transparency practicable during the sponsorship and FCL package processes. DCSA encourages the full utilization of available resources from DCSA by sponsors or the sponsored contractors to ensure complete and accurate packages are submitted to facilitate DCSA's efficient and thorough evaluation of each case.

Applicability:

These updated procedures apply to the following package types submitted by GCAs/Contractors: Sponsorship, Initial FCL, and Upgrade FCL.

Procedures:

DCSA is implementing the procedures outlined below:

1. GCA or Contractor submits a package.
2. DCSA conducts the first review of the package for completeness and/or a legitimate requirement.
 - 2.1 Incomplete Package: DCSA returns the package to the original submitter with details concerning the missing information or items to be corrected DCSA will provide resources (policy, forms, templates, etc.) that can be used to address the reasons for the return and point of contact (POC) information should question or concerns arise. DCSA will provide a suspense date for resubmission (see step 3).
 - 2.2 Complete Package: DCSA accepts the package and continues processing. GCAs or Contractors may check NISS or their case-specific POCs for status information. In addition, GCAs or Contractors may contact the Knowledge Center for basic status requests.
3. GCA or Contractor reviews the details provided by DCSA concerning the missing information or items requiring correction.
 - 3.1 Request Extension: In the rare case when an extension is needed, the GCA or Contractor will contact their DCSA POC via email no later than three business days prior to the suspense date to request an extension. Extension requests must contain the proposed suspense date requested and a justification supporting the extension request. DCSA will notify the submitter if the extension request is deemed acceptable or will provide an updated suspense.
 - 3.2 Resubmit: GCA or Contractor addresses missing or incorrect information within the package. The package must contain an overview of what corrective actions were taken to address each of the details provided by DCSA. Once all items have been addressed, the GCA/Contractor resubmits the package.



4. DCSA conducts a review of the resubmitted package for completeness.

4.1 Incomplete Package: (DCSA request(s) not addressed): If the package still contains the same inaccurate or missing information, DCSA will take the following actions:

4.1.1 Initial FCL/Upgrade Package Actions: DCSA discontinues the FCL process resulting in the removal of the package and request from DCSA's queue. In such cases, the GCA or Contractor must submit a new FCL Package request (new sponsorship not required).

4.2 Complete Package: DCSA accepts or approves the package and continues processing. GCAs or Contractors may check NISS or their case-specific POCs for status information. In addition, GCAs or Contractors may contact the Knowledge Center for basic status requests.

5. Notification Process: To increase transparency within the process, DCSA will notify the affected parties when returning, rejecting, or discontinuing a package.

5.1 Sponsorship Packages: DCSA will notify the Sponsored Contractor of the Sponsorship Package being returned or rejected. DCSA will refer the Contractor to their Sponsor if additional details are required.

5.2 Initial FCL/Upgrade Packages: DCSA will notify the Sponsor of the incomplete FCL Package submission and subsequent FCL process discontinuation. DCSA will refer the Sponsor to the Sponsored Contractor if additional details are required.

FCL Discontinuation

The FCL Process can be discontinued for reasons which include but are not limited to:

- Failure to communicate with DCSA
- Failure to submit or return a RFI by the provided due dates
- Failure to submit a complete and accurate FCL process within an appropriate timeframe
- Failure to submit all necessary PCL investigation requests and/or fingerprints by the provided due dates
- Other reasons as deemed appropriate by DCSA Leadership

If the FCL process is discontinued, DCSA will complete the necessary action within NISS stopping the FCL process. The facility and sponsor will receive an email notification of the discontinuation and an explanation as to why. The facility will need to coordinate with the sponsor for resubmission of the FCL Sponsorship request. In some circumstances, typically those outside the control of the facility, DCSA will restart the FCL process workflow within NISS when requested by the facility or sponsorship allowing the process to continue.