



Quick Start Guide of the FCL Process

This Quick Start Guide provides a high-level overview of the FCL lifecycle. It is designed as a checklist to track your overarching progress. It does not contain detailed instructions, links, or troubleshooting steps. For step-by-step guidance, forms, system links, and contact information, please refer to the corresponding sections within the full FCL Orientation Handbook.

Phase 1: Pre-Sponsorship Preparation

Establish your business identity with the government (CAGE code and SAM registration), initiate requests for secure system access tokens (PKI/ECA), and review all required DCSA orientation materials

1. Obtain a CAGE Code & Register in SAM:
 - a. CAGE code is at DLA CAGE.com
 - b. Prime contractors must also register at SAM.gov
2. Apply for a PKI/ECA Token:
 - a. PKI/ECA tokens allow access to NISS.
 - b. The process can take several weeks. Start this immediately by contacting an approved third-party vendor (e.g., IdenTrust, WidePoint).

Immediate Action:

- CAGE code
- SAM.gov

Phase 2: Application & Processing

Register in the required security databases (NCAISS and NISS), compile and submit your facility's legal documentation package, and begin personnel clearance (PCL) processing for your essential Key Management Personnel (KMP).

1. Register with NCAISS/NISS using your PKI/ECA token.
 - a. Claim ownership of the FCL package
2. Submit required documentation
 - a. Legal Organization Chart
 - b. SF328
 - c. Formation Documentation
 - d. Governance Documentations
 - e. Ownership (Stock ledger, Membership list, etc.)
 - f. KMP List (including names, titles, citizenships, and personal email)
 - g. DD441
 - h. Parent Entity Documentation (if needed)
3. Prepare KMP who may require a PCL for background investigation and fingerprinting:
 - a. Gather data needed to submit the SF86.
 - b. Locate a vendor who provides electronic fingerprinting that can be uploaded into SWIFT (Hardcopy/FBI fingerprint are not accepted)

Upon Sponsorship Acceptance:

- 20- Day Timeline to submit FCL starts.
- KMP PCLs are process concurrently. They will submit eAPP (SF86) and fingerprints



Phase 3: Compliance and Maintenance

Establish personnel security accounts (DISS), complete mandatory role-based training (FSO/ITPSO), prepare for your initial DCSA assessment, and maintain continuous compliance with NISPOM rules and Insider Threat Program requirements

1. Establish at least two personnel security management accounts in DISS.
2. FSO and ITPSO must complete their mandatory role-based training courses within 6 months.
3. Prepare for initial orientation meeting and security program assessment with assigned ISR. Orientation meeting will be within 120 days of the FCL being granted.
4. Maintain NISPOM compliance, execute the Insider Threat Program, and report any changed conditions (ex. Changes in ownership, KMP, FOCI)

- DISS accounts within 30 days
- Mandatory training within 6 months
- ISR assessment contact within 120 days