



## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

# VOICE OF INDUSTRY

## DCSA MONTHLY NEWSLETTER

March 2025

Dear Facility Security Officer (FSO) (sent on behalf of your Industrial Security Representative (ISR)),

DCSA Industrial Security (IS) publishes the monthly Voice of Industry (VOI) newsletter to provide recent information, policy guidance, and security education and training updates for facilities in the National Industrial Security Program (NISP). Please let us know if you have questions or comments. VOIs are posted on DCSA's website on the [NISP Tools & Resources](#) page, as well as in the National Industrial Security System (NISS) Knowledge Base. For more information on all things DCSA, visit [www.dcsa.mil](http://www.dcsa.mil).

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## MANAGING YOUR NBIS ORGANIZATION JUST GOT EASIER

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Do you need to make changes to your organization's structure in the National Background Investigation Services (NBIS)? DCSA offers a streamlined solution: [the Hierarchy Change Request \(HCR\) process](#).

The HCR can help you with a variety of needs, including:

- Organization Consolidation/Hierarchy Build: Align two or more parent organizations into a clear parent-child hierarchy.
- Name Change: Update the name of your organization or remove an outdated six-digit CAGE Code.
- Deactivating an Org: Remove an organization in NBIS that is no longer active or has been consolidated with another.
- New Child Org: Create a new child organization to better manage your workload and separate responsibilities.

How to Submit an HCR:

- Download the HCR template and guide [here](#).
- Complete the HCR form according to the instructions included in the documentation.
- Submit your request through the Enterprise Service Delivery (ESD) system located [here](#). Please do not email your HCR.

## CLASSIFIED APRIL SVTC

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DCSA's Office of Counterintelligence invites cleared industry and academia personnel to participate in a Secure Video Teleconference (SVTC) for the Defense Industrial Base entitled, "Defense Industrial Base Counterintelligence Threat Trends."

DCSA counterintelligence analysts and agents will provide a classified presentation on the latest DCSA annual report "Targeting U.S. Technologies: A Report of Threats to Cleared Industry," with an emphasis of threats to Foreign Ownership, Control or Influence (FOCI) related facilities.

The SVTC is an in-person event at most DCSA field offices on April 10, 2025, from 1:00 to 2:30 p.m. ET.

Please use [this link](#) to register by April 3, 2025 for the SVTC.



## NAESOC UPDATES

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### PUBLISHED WEBINARS

The National Access Elsewhere Security Oversight Center (NAESOC) has just published the Webex, “[NAESOC - Remote Security Review Preparation](#),” to the Center for Development of Security Excellence (CDSE) website. This Webex will provide the FSO with insights for successfully participating in a remote security review. Although the facilities assigned to the NAESOC are our core audience, all cleared facilities can benefit from the information provided by this Webex. In addition, visit the [NAESOC website](#) for other helpful materials.

Do you have an idea for a future training topic or need a speaker at your event? Please click [here](#) to request a speaker or suggest a training topic.

### REQUESTS SENT TO THE NAESOC

The NAESOC assigns priority to industry requests and actions based on identified risk. If you identify that an already-submitted issue or request requires a higher priority than it has been assigned, or if you have issues that require the immediate attention of NAESOC leadership, please access the [NAESOC web page](#) and activate the “Blue Button” (Escalate an Existing Inquiry) which will generate an email you can send directly to NAESOC leadership.

For routine requests:

- (878) 274-1800 for your Live Queries  
Monday through Thursday - 9:00 a.m. to 3:00 p.m. ET  
Friday - 8:00 a.m. to 2:00 p.m. ET
- E-mail [dcsa.naesoc.generalmailbox@mail.mil](mailto:dcsa.naesoc.generalmailbox@mail.mil)
- NISS message

## NISP CONTRACTS CLASSIFICATION SYSTEM (NCCS)

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### NEW FEATURES FROM THE 2.9 RELEASE

**Acquisition Assist DD Form 254:** This feature allows users to generate acquisition assist DD Form 254s for Government Contracting Activity (GCA) routing, task orders, purchasing agreements and ordering agreements. It can be executed on existing DD Form 254s and is generated in the same manner as a revision or final DD Form 254. This highly requested feature is now live for all Government Originators to utilize.

**Sub DD Form 254 Routing:** This feature enables the Sub DD Form 254 generated by an industry partner to be routed back to the respective government client for review and approval. The approval chain flows from the industry reviewer to the appropriate government reviewer and certifier for action before routing back to the industry partner for certification and release. This core function and requirement for some government clients is now live for all industry partners to utilize.



## IMPORTANT NOTICE: DUPLICATE EMAIL ISSUE

We are currently experiencing a duplicate email issue when users attempt to re-register. If you try to re-register and encounter this issue, please email the NCCS Support Inbox at [dcsa.quantico.is.mbx.nccs-support@mail.mil](mailto:dcsa.quantico.is.mbx.nccs-support@mail.mil). We will submit a ticket and work to resolve the issue as quickly as possible.

Thank you for your patience and continued support.

## REPORTING INFORMATION IN DISS

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Contractors are required to submit Security Executive Agent Directive 3 (SEAD 3) and adverse information reports for subjects who are maintained within their Defense Information System for Security (DISS) Security Management Office (DISS SMO). If a subject has current eligibility but the contractor has not taken an affiliation with the individual due to having no reasonable expectation of granting the employee access in the future, the individual is not subject to SEAD 3 or adverse information reporting to that contractor. Refer to the [DISS Management Job Aid](#) for additional information.

Prior to out-processing a subject from the DISS SMO due to termination or deciding they no longer have a reasonable expectation to access classified information again during their employment, contractors must submit any known reportable information.

If a contractor fails submit reportable information prior to out-processing a subject from the DISS SMO, the contractor must re-establish an affiliation with the subject, submit the report, then out-process the subject once again. If the reportable information occurred after out-processing, the facility is not obligated to submit a report.

## CLASSIFIED INFORMATION NON-DISCLOSURE AGREEMENT

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The Classified Information Non-Disclosure Agreement (NDA), Standard Form 312 (SF-312), is an agreement between the United States Government and an individual who is determined eligible for access to classified information. An employee determined eligible for access to classified information must execute an NDA prior to being granted access to classified information.

The employee must sign and date the NDA in the presence of a witness unless a digital signature is used. Refer to the [Job Aid for Digital Signatures on the Standard Form 312](#) for additional information. Contractors must upload the fully executed NDA to the subject's record in DISS. If an employee refuses to execute an NDA, the contractor will deny the employee access to classified information and will submit an incident report in DISS.

If an individual has previously signed an NDA, there is no requirement to sign a new one. To determine if an NDA was previously signed, login to the DISS Joint Verification System and review the Subject Summary screen. A date will be listed within the NDA Signed Date field if an individual has signed an NDA.

DCSA authorizes contractors under their cognizance to maintain a copy of the NDA for administrative purposes but does not require this action.



## ADJUDICATION AND VETTING SERVICES

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### RENAMING OF CAS AND VRO

DCSA Consolidated Adjudications Services (CAS) and Vetting Risk Operations (VRO) have united to form Adjudication and Vetting Services (AVS). AVS promises to deliver enhanced service offerings, improved response times, and optimized case management for our customers. Leadership is carefully managing the transition to ensure service continues without interruption.

### AVS CALL CENTER NUMBER

The AVS Call Center can now be reached at 667-424-3850. The legacy CAS Call center number is still active but will be deactivated in the near future.

As a reminder, the AVS Call Center will continue to provide direct support and timely adjudicative updates to Senior management Officials (SMOs) and FSOs worldwide. The AVS Call Center is available to answer phone and email inquiries from SMOs/FSOs, provide instant resolution on issues identified by Security Offices whenever possible, and serves as the POC for HSPD12/Suitability Inquiries.

The AVS Call Center is available from Monday through Friday between 6:30 a.m. and 5:00 p.m. ET to answer phone and email inquiries from FSOs only. Contact the AVS Call Center by phone at 667-424-3850 (SMOs and FSOs ONLY; no subject callers), or via email at [dcsa.meade.cas.mbx.call-center@mail.mil](mailto:dcsa.meade.cas.mbx.call-center@mail.mil).

For Industry PIN Resets, contact the Applicant Knowledge Center at 878-274-5091 or via email at [DCSAAKC@mail.mil](mailto:DCSAAKC@mail.mil).

### DISS RELEASE FIXES AUTOMATIC CV UNENROLLMENT ISSUE

On February 13, 2025, DISS Release 13.28.0 implemented a change to update the Continuous Evaluation (CE) Enrollment Status interface when a subject "separates" or "reinstates." As a result of this loss of affiliation, the subject was automatically unenrolled in DISS. Subsequently, the subject would have to be re-enrolled upon re-establishment of affiliation with a new Security Management Office and this re-enrollment would effectively reset the "CE Enrollment Date."

To address this issue, DCSA coordinated with OUSD I&S and deployed DISS Release 13.28.2 on March 13, 2025 to remove the CE status updates to the DISS user interface introduced in DISS Release 13.28 to correct this problem.

For questions, please contact the Customer Engagements Team (CET) for assistance with the use of DISS via phone at 878-274-1765 or email at [dcsa.ncr.nbis.mbx.contact-center@mail.mil](mailto:dcsa.ncr.nbis.mbx.contact-center@mail.mil).

Please contact AVS - Vetting for questions on DoD CV Statuses via email at [dcsa.ncr.dcsa-dvd.mbx.askvroc@mail.mil](mailto:dcsa.ncr.dcsa-dvd.mbx.askvroc@mail.mil).





## CONTINUOUS VETTING ENROLLMENT BEGINS FOR NSPT

DCSA announced the beginning of phased implementation of Continuous Vetting (CV) services for the Non-sensitive Public Trust (NSPT) population in August 2024. This milestone achievement marks the start of a process that will eventually see more than one million additional personnel enrolled in CV services - ensuring a trusted workforce in near real time through automated records, time and event based investigative activity, and agency-specific information sharing. To prepare for this new capability, agencies are encouraged to start working on the process now. DCSA will coordinate with customers during the phased implementation period to ensure agencies are ready to begin enrollment.

Please refer to [DCSA News: CV Enrollment Begins for NSPT Federal Workforce](#) for more information.

## CONDITIONAL ELIGIBILITY DETERMINATIONS

In February 2024, DCSA AVS began granting Conditional National Security Eligibility Determinations for NISP contractors. "Conditionals" provide increased mission resiliency to our customers by diverting national security cases from due process to monitoring provided by the DCSA Continuous Vetting Program. An update on the process and fact sheet can be seen [here](#).

## MENTAL HEALTH FIRESIDE CHAT

On January 30, AVS personnel delivered a briefing at the recent Mental Health Fireside Chat hosted by the Institute for Defense Analyses (IDA) in Alexandria, VA. The event provided the audience of NISP contractors and DCSA personnel with valuable insights into mental health, security clearances, and the importance of seeking mental health support. Additionally, AVS offered assistance to the attendees through the PCL help desk. AVS plans to conduct this briefing at future outreach events.

More information on Mental Health is available [here](#) on the DCSA Website.

## SF 312 JOB AID

NISP contractor personnel may now sign SF 312s using a DoD Sponsored/Approved External Certificate Authority (ECA) Public Key Infrastructure (PKI):

- The use of digital signatures on the SF 312 is optional. Manual or wet signatures will still be accepted by AVS.
- If the Subject digitally signs the SF 312, the witness block does not require a signature.
- Digital signatures must be from the list of DoD Sponsored/Approved ECA PKI located [here](#).
- The public list of DoD approved external PKIs that are authorized to digitally sign the SF 312 can be located [here](#).

The [Job Aid](#) and [OUSD I&S Memorandum](#) are available on the DCSA Website.



## REMINDER ON TIMING OF ELECTRONIC FINGERPRINT TRANSMISSION

As we move closer to full implementation of Trusted Workforce (TW) 2.0, AVS continues to work diligently to partner with Industry to get cleared people to work faster and more efficiently all while effectively managing risk. To maintain our interim determination timeliness goals, we ask that electronic fingerprints be submitted at the same time or just before an investigation request is released to DCSA in DISS.

Fingerprint results are valid for 120 days, the same amount of time for which eApp signature pages are valid. Therefore, submitting electronic fingerprint at the same time or just before you complete your review for adequacy and completeness, should prevent an investigation request from being rejected for missing fingerprints.

## CENTER FOR DEVELOPMENT OF SECURITY EXCELLENCE

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### MARCH PULSE NOW AVAILABLE

We recently released the latest edition of the CDSE Pulse, a monthly security awareness newsletter that features topics of interest to the security community. In addition, we share upcoming courses, webinars, and conferences. The [March newsletter](#) focused on "Industrial Security Annual Planner: Tools for a More Secure Nation." Check out all the newsletters in [CDSE's Electronic Library](#) or subscribe/update your current subscription to get the newsletter sent directly to your inbox by submitting your email address through [CDSE News](#).

### 2025 VIRTUAL DCSA SECURITY CONFERENCE FOR INDUSTRY

The virtual DCSA Security Conference for Industry will take place on April 23-24 from 10:00 a.m. to 4:30 p.m. ET. This unclassified event will focus on the theme "The Power of Partnership: Trust in People, Facilities, Systems, and Data." The conference will be held virtually via Adobe Connect and is geared to a maximum of 3,000 industry security professionals: FSOs, Assistant FSOs, Directors of Security, Insider Threat Program Senior Officials, Information System Security Managers, SMOs, and mission support personnel.

This two-day conference will cover a variety of session topics and panel moderated discussions. Register to secure your conference spot [here](#).

### PHYSICAL SECURITY CONSTRUCTION REQUIREMENTS FOR SAPS COURSE

The CDSE SAP team has released a new version of the Intelligence Community Directive (ICD) 705 Physical Security Construction Requirements for SAPs course, SA501.16. This updated course presents the basic skills required to evaluate the ICD and Special Access Programs (SAP) policies with regards to SAP facility construction. Due to the similarity in construction standards, this course can also be utilized as a foundation for those evaluating DoD Sensitive Compartmented Information Facilities. Course updates include an updated user interface and a more interactive virtual practical exercise as a final assessment. Visit the [course page](#) to learn more.



## NCMS GETTING STARTED SEMINAR

CDSE will be hosting the Getting Started Seminar (GSS) for Facility Security Officers (FSOs) at the NCMS Annual Training Seminar on June 9. This course is not only a great way to get started as a new FSO, but also a way for experienced FSOs to keep informed on industrial security guidance and emerging trends. Students will work in collaboration with other security professionals, exploring security topics through practical exercises. Topics include the DD 254, insider threat, reporting requirements, security and contractor reviews, counterintelligence, security training and briefings, and personnel security.

Please see the pre-requisites and pre-register [here](#). Registration closes on May 16 and only registered participants will be allowed to attend. Proof of registration (emailed by CDSE) and a photo ID will be required for class entry. You must be registered for the NCMS Annual Training Seminar to attend this GSS. Please note that walk-ins will not be allowed. The GSS fills up fast, so register today!

## CDSE WEBINARS & TRAINING

### Introduction to Special Access Programs (SAPs)

CDSE will offer the Intro to SAPs Course on May 13-16 in Linthicum, MD. This course addresses the basic requirements to implement security for a DoD SAP. It will cover DoDM 5205.07, DoDI 5205.11, and DoDM 5205.07 Vols 1-4 as well as how to perform duties as an SAP security professional. Entry level SAP security professionals are provided the tools needed to implement DoD policies in their programs. The course covers security enhancements such as the SAP Nomination process, SAPF construction requirements, the Risk Management Framework, and other security enhancements as outlined in the DoD policy.

The three-and-a-half-day course is geared towards new U.S. Government SAP security professionals to include civilian, contractor, and military, as well as those in other federal agencies that work with DoD SAPs. Visit the [course page](#) to learn more and register.

### Orientation to Special Access Program (SAP) Security Compliance Course

CDSE will offer an Orientation to SAP Security Compliance course on May 19-20 in Linthicum, MD. This course addresses the processes and procedures for conducting compliance inspections for DoD SAPs. It will cover DoDM 5205.07 Vols 1-4 and provide students with an opportunity to provide ratings in a mock team inspection.

The two-day course is geared towards SAP security professionals with an understanding of fundamental SAP security practices and a firm grasp of DoDM 5205.07 Vols 1-4 so they may apply this knowledge during the mock inspection portion of the course. Visit the [course page](#) to learn more and register.

## FY 2025 UPCOMING COURSES

Interested in earning professional development units (PDUs) toward maintenance of Security Professional Education Development (SPeD) Program certifications and credentials? CDSE's instructor-led training (ILT) or virtual instructor-led training (VILT) courses are the perfect opportunity for you to receive free





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training online. Select courses even have the American Council on Education (ACE) credit recommendations that can earn you transfer credits at participating universities.

Classes fill quickly, so plan now for your FY25 security training. Below is a list of available courses.

### CYBERSECURITY

#### [Assessing Risk and Applying Security Controls to NISP Systems \(CS301.01\)](#)

- September 22 - 26, 2025 (Linthicum, MD)

### INDUSTRIAL SECURITY

#### [Getting Started Seminar for New Facility Security Officers \(FSOs\) VILT \(IS121.10\)](#)

- April 8 - 11, 2025 (Virtual)
- August 5 - 8, 2025 (Virtual)

### INFORMATION SECURITY

#### [Activity Security Manager VILT \(IF203.10\)](#)

- April 21 - May 18, 2025 (Virtual)
- July 28 - August 24, 2025 (Virtual)

### INSIDER THREAT

#### [Insider Threat Detection Analysis VILT \(INT200.10\)](#)

- April 7 - 11, 2025 (Virtual)
- May 12 - 16, 2025 (Virtual)
- June 23 - 27, 2025 (Virtual)
- July 21 - 25, 2025 (Virtual)
- August 18 - 22, 2025 (Virtual)
- September 22 - 26, 2025 (Virtual)

### PERSONNEL SECURITY

#### [Personnel Vetting Seminar VILT \(PS200.10\)](#)

- May 6 - 7, 2025 (Virtual)
- August 5 - 6, 2025 (Virtual)

### PHYSICAL SECURITY

#### [Physical Security and Asset Protection \(PY201.01\)](#)

- April 21 - 25, 2025 (Linthicum, MD)
- August 18 - 22, 2025 (Linthicum, MD)

### SPECIAL ACCESS PROGRAMS

#### [Introduction to Special Access Programs \(SA101.01\)](#)

- April 22 - 25, 2025 (Linthicum, MD)
- May 13 - 16, 2025 (Linthicum, MD)
- August 5 - 8, 2025 (Lexington, MA) (MIT)
- September 9 - 12, 2025 (Rolling Meadows, IL) (NGC)

#### [Introduction to Special Access Programs VILT \(SA101.10\)](#)

- June 2 - 10, 2025 (Virtual)

#### [Orientation to SAP Security Compliance Inspections \(SA210.0\)](#)

- August 11 - 12, 2025 (Lexington, MA)

#### [SAP Mid-Level Security Management \(SA201.01\)](#)

- July 14 - 18, 2025 (Linthicum, MD)

## CDSE NEWS

Get the latest CDSE news, updates, and information. You may be receiving the Pulse through a subscription already, but if not and you would like to subscribe to the Pulse or one of our other products, visit [CDSE News](#) and sign up or update your account.



## SOCIAL MEDIA

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Connect with us on social media!

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CDSE X: [@TheCDSE](https://twitter.com/TheCDSE)

DCSA Facebook: [@DCSAGov](https://www.facebook.com/DCSAGov)

CDSE Facebook: [@TheCDSE](https://www.facebook.com/TheCDSE)

DCSA LinkedIn: <https://www.linkedin.com/company/dcsagov/>

CDSE LinkedIn: <https://www.linkedin.com/showcase/cdse/>

## REMINDERS

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### DO NOT SEARCH FOR CLASSIFIED IN THE PUBLIC DOMAIN

Per the principles the 2017 DCSA (then DSS) Notice to Contractors Cleared Under the NISP on Inadvertent Exposure to Classified in the Public Domain, NISP contractors are reminded to not search for classified in the public domain.

### FACILITIES MAY ADVERTISE EMPLOYEE POSITION PCLS

In accordance with 32 CFR Part 117.9(a)(9), a contractor is permitted to advertise employee positions that require a PCL in connection with the position. Separately, 32 CFR Part 117.9(a)(9) states "A contractor will not use its favorable entity eligibility determination [aka its Facility Clearance] for advertising or promotional purposes."

### NISP CHECKUP

The granting of an FCL is an important accomplishment and its anniversary marks a good time to do a NISP checkup for reporting requirements. During your FCL anniversary month, DCSA will send out the Annual Industry Check-Up Tool as a reminder to check completion of reporting requirements outlined in 32 CFR Part 117, National Industrial Security Program Operating Manual. The tool will help you recognize reporting that you need to do. DCSA recommends you keep the message as a reminder throughout the year in case things change and reminds cleared contractors that changes should be reported as soon as they occur. You will find information concerning the Tool in a link in NISS. If you have any questions on reporting, contact your assigned ISR. This tool does not replace for or count as your self-inspection, as it is only a tool to determine report status. An additional note regarding self-inspections, they will help identify and reduce the number of vulnerabilities found during your DCSA annual security review. Please ensure your SMO certifies the self-inspection and that it is annotated as complete in NISS.