

# NISS KNOWLEDGE BASE – EXTERNAL

**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY**

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**National Industrial Security System (NISS) | August 20, 2025**

Version 2.7.3





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## OVERVIEW

This document provides a step-by-step guide on how external users can access and utilize the NISS Knowledge Base. It outlines the process of finding information within the Knowledge Base itself.

This guide covers two primary methods for finding relevant documentation: browsing by topic and using the search bar. It also includes helpful notes and navigation instructions to ensure a smooth user experience.

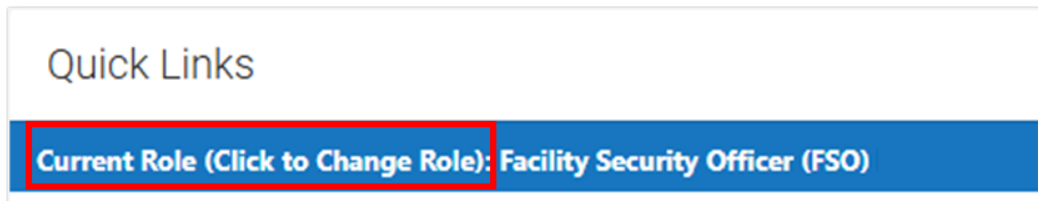
## ACRONYMS

Acronyms	Meaning
NISS	National Industrial Security System

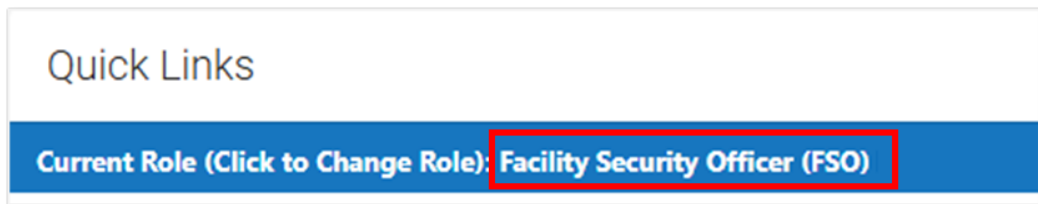
## ACCESSING THE EXTERNAL NISS KNOWLEDGE BASE

Conduct the following steps to access the NISS Knowledge Base for external users:

1. Log into NISS and select the desired role.



*Note: To change roles, select the current role in the banner below the “Quick Links” menu.*



2. From the “Quick Links” menu, select **Access the External Knowledge Base**.



## Quick Links

## Current Role (Click to Change Role): Facility Security Officer (FSO)

Last Successful Login: 08/20/2025 06:10:51 AM

1. [View My Facility Profile](#)
2. [Request Facility Profile Update](#)
3. [Submit My FCL Package](#)
4. [Report Change Conditions](#)
5. [View My Change Condition Packages](#)
6. [Message DCSA](#)
  - a. [Report Security Violation](#)
7. [Submit an Annual Self-Inspection Certification](#)
8. [View My Facility Clearance Report](#)
9. [View My Sponsorship Package Status](#)
10. [View My Tasks](#)
11. [View My Messages](#)
12. [View My Mass Notifications](#)
13. [View My ISR's Contact Information](#)
14. [View My Open Vulnerabilities](#)
15. [View My Previous SVA Ratings and Vulnerabilities](#)
16. [Start a New PSI Survey](#)
17. [Access the External Knowledge Base](#)

Note: Upon selecting *Access the NISS Knowledge Base*, a new menu will populate showing *Popular Help Items* in the "Quick Links" menu.

3. Select **Go to Knowledge Base**.

Quick Links

Popular Help Items (EXTERNAL)

1. [NISPOM](#)

2. [ISLs](#)

3. [FSO Toolkit](#)

4. [Industry Insider Threat Information and Resources](#)

5. [Self-Inspection Handbook for NISP Contractors](#)

6. [Administrative Inquiry \(AI\) Job Aide for Industry](#)

7. [What should I report?](#)

8. [FCL Orientation Handbook](#)

9. [DCSA Field Offices](#)

Go to Knowledge Base

Return to NISS Dashboard

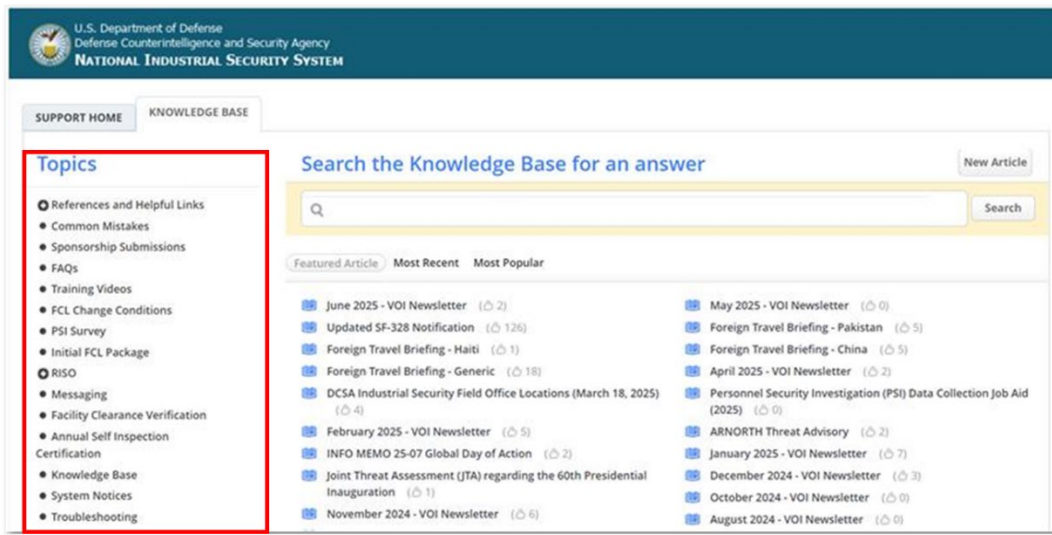
Note: After selecting the *Go to Knowledge Base* button, the Knowledge Base will open in a new window.



# USING THE NISS KNOWLEDGE BASE

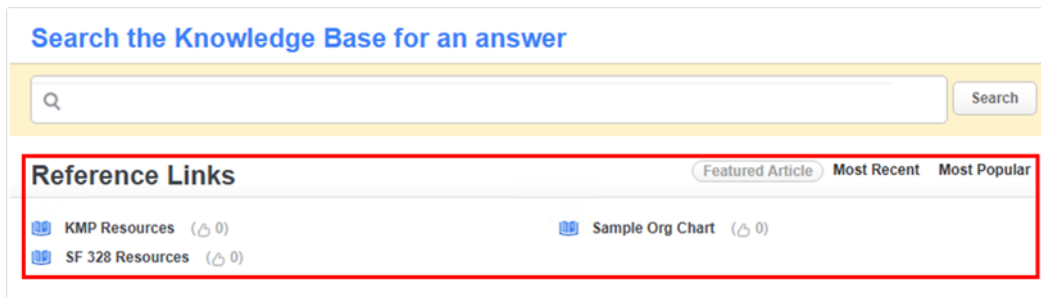
## TOPICS

1. To locate a job aid, user guide, or eLearning content select the desired topic from the **Topics** menu.



*Note: After selecting the desired **topic**, all materials associated with that topic will appear.*

2. Select the desired **folder** or item from the list.



*Note: After selecting the desired article or information, the information may be viewed directly, or a PDF option will be provided as shown below.*





The screenshot shows the NISS Knowledge Base interface. At the top, it says 'U.S. Department of Defense, Defense Counterintelligence and Security Agency, NATIONAL INDUSTRIAL SECURITY SYSTEM'. Below this are tabs for 'SUPPORT HOME' and 'KNOWLEDGE BASE'. A 'Return to Knowledge Base' link is visible. The main content area is titled 'Knowledge Article # 898254713' and 'June 2025 - VOI Newsletter'. A red box highlights the following content:

- NATIONAL BACKGROUND INVESTIGATION SERVICES (NBIS)
  - NBIS Multi-Factor Authentication (MFA) Update
  - February 2024 Version of Personnel Security Standard Forms Required Beginning August 1, 2025
- 2025 COGSWELL AWARD RECIPIENTS ANNOUNCED
- SECURITY REVIEW RATING RESULTS
- DCSA FORM 147, JANUARY 2025 - IMPLEMENTATION
- INDUSTRY SELF-CERTIFICATION FOR OPEN STORAGE AREAS
- MILITARY SDDC CUSTOMER AND CARRIER ADVISORY

On the right side, there is a 'SUMMARY' section with a user profile for 'sandra Cole', a 'LIKE' button, and '2 people like this article'. Below that is an 'ARTICLE ACTIONS' dropdown menu. Further down is a 'RELATED ARTICLES' section listing several 'VOI Newsletter' articles from May 2025 back to December 2024, each with a like count.

3. If a PDF option is provided, select the PDF file and a new window will open for viewing the document.

The screenshot shows the NISS Knowledge Base interface for 'SF 328 Resources'. It has the same header and navigation tabs as the previous screenshot. The main content area is titled 'Knowledge Article # 1811562950' and 'SF 328 Resources'. Below this, the text 'SF 328 Resources' is displayed. A red box highlights a PDF file icon and the text 'Contractor\_Ownership\_and\_Control.pdf'.

*Note: To return to the Knowledge Base main screen, select the **Return to Knowledge Base** button.*



The screenshot shows the 'KNOWLEDGE BASE' tab selected. A red box highlights the 'Return to Knowledge Base' link. Below this, the article title 'SF 328 Resources' is displayed. Under the title, there is a section for 'SF 328 Resources' which contains a PDF document titled 'Contractor\_Ownership\_and\_Control.pdf'.

## SEARCH BAR

1. Enter the **name** of the desired **topic** or **function** using specific keywords in the **Search** field and select **Search**.

The screenshot shows the 'KNOWLEDGE BASE' tab with a search bar. The search bar contains the text 'FCL upgrade' and is highlighted with a red box. To the right of the search bar is a 'Search' button, also highlighted with a red box and a red arrow pointing to it. Below the search bar, the results show 'We found the following 1 articles' with a link to 'How to Request a Facility Clearance (FCL) Upgrade - Job Aid (Mar. 2022)'. On the left side, there is a 'Topics' section with a list of links including 'References and Helpful Links', 'Common Mistakes', 'Sponsorship Submissions', 'FAQs', 'Training Videos', 'FCL Change Conditions', 'PSI Survey', 'Initial FCL Package', 'RISO', 'Messaging', 'Facility Clearance Verification', 'Annual Self Inspection Certification', 'Knowledge Base', 'System Notices', and 'Troubleshooting'.

*Note: After selecting Search, the Knowledge Base will show any articles related to the search directly below the "Search" field.*



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## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

U.S. Department of Defense  
Defense Counterintelligence and Security Agency  
NATIONAL INDUSTRIAL SECURITY SYSTEM

SUPPORT HOME KNOWLEDGE BASE

Topics

- References and Helpful Links
  - Common Mistakes
  - Sponsorship Submissions
  - FAQs
  - Training Videos
  - FCL Change Conditions
  - PSI Survey
  - Initial FCL Package
- RISO
  - Messaging
  - Facility Clearance Verification
  - Annual Self Inspection
- Certification
  - Knowledge Base
  - System Notices
  - Troubleshooting

Search the Knowledge Base for an answer

Q FCL upgrade

We found the following 1 articles

How to Request a Facility Clearance (FCL) Upgrade - Job Aid (Mar. 2022) (0)

Featured Article Most Recent Most Popular

June 2025 - VOI Newsletter (2)  
Updated SF-328 Notification (126)  
Foreign Travel Briefing - Haiti (1)  
Foreign Travel Briefing - Generic (18)  
DCSA Industrial Security Field Office Locations (March 18, 2025)

May 2025 - VOI Newsletter (0)  
Foreign Travel Briefing - Pakistan (5)  
Foreign Travel Briefing - China (5)  
April 2025 - VOI Newsletter (2)  
Personnel Security Investigation (PSI) Data Collection Job Aid

2. Select the desired folder from the items displayed.

U.S. Department of Defense  
Defense Counterintelligence and Security Agency  
NATIONAL INDUSTRIAL SECURITY SYSTEM

SUPPORT HOME KNOWLEDGE BASE

Topics

- References and Helpful Links
  - Common Mistakes
  - Sponsorship Submissions
  - FAQs
  - Training Videos
  - FCL Change Conditions
  - PSI Survey
  - Initial FCL Package
- RISO
  - Messaging
  - Facility Clearance Verification
  - Annual Self Inspection
- Certification
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May 2025 - VOI Newsletter (0)  
Foreign Travel Briefing - Pakistan (5)  
Foreign Travel Briefing - China (5)  
April 2025 - VOI Newsletter (2)  
Personnel Security Investigation (PSI) Data Collection Job Aid

*Note: After selecting the desired article or information, the information may be viewed directly, or a PDF option will be provided as shown below.*

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The screenshot shows the 'U.S. Department of Defense Defense Counterintelligence and Security Agency NATIONAL INDUSTRIAL SECURITY SYSTEM' header. Below the 'KNOWLEDGE BASE' tab, there is a 'Return to Knowledge Base' link. The article title is 'June 2025 - VOI Newsletter' with ID # 898254713. A red box highlights the article content, which includes: 'NATIONAL BACKGROUND INVESTIGATION SERVICES (NBIS)' with sub-points 'NBIS Multi-Factor Authentication (MFA) Update' and 'February 2024 Version of Personnel Security Standard Forms Required Beginning August 1, 2025'; '2025 COGSWELL AWARD RECIPIENTS ANNOUNCED'; 'SECURITY REVIEW RATING RESULTS'; 'DCSA FORM 147, JANUARY 2025 - IMPLEMENTATION'; 'INDUSTRY SELF-CERTIFICATION FOR OPEN STORAGE AREAS'; and 'MILITARY SDDC CUSTOMER AND CARRIER ADVISORY'. On the right, a 'SUMMARY' section shows the article was posted by 'sandra Cole' and has 2 likes. Below that is a 'RELATED ARTICLES' list with links to previous newsletters from May 2025 to December 2024.

3. Select the desired **resource** and the selected material will open in a new window.

The screenshot shows the 'U.S. Department of Defense Defense Counterintelligence and Security Agency NATIONAL INDUSTRIAL SECURITY SYSTEM' header. Below the 'KNOWLEDGE BASE' tab, there is a 'Return to Knowledge Base' link. The article title is 'SF 328 Resources' with ID # 1811562950. Below the title, there is a section titled 'SF 328 Resources' containing a single resource: 'Contractor\_Ownership\_and\_Control.pdf'. A red box highlights this resource.

*Note: To return to the Knowledge Base main screen, select **Return to Knowledge Base**.*

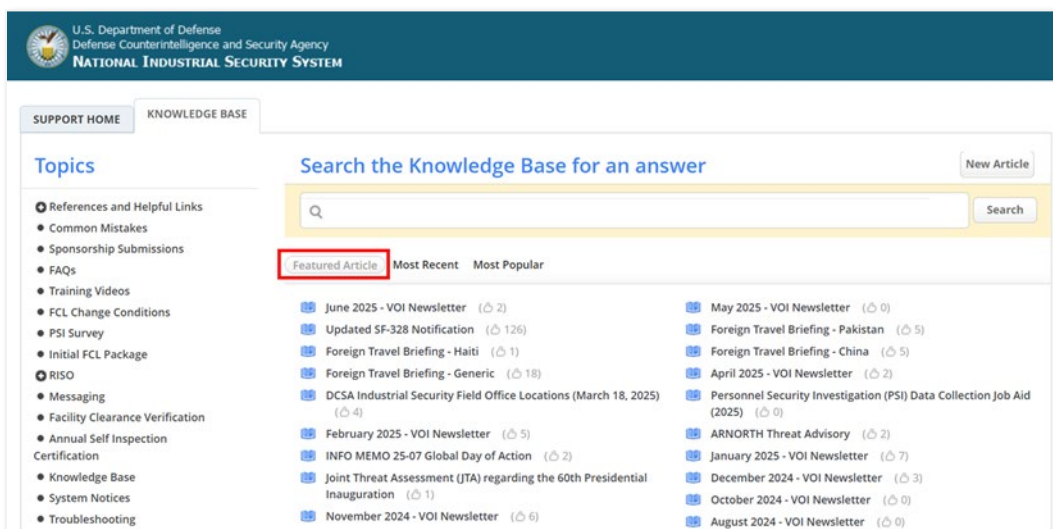
This screenshot is identical to the previous one, showing the 'SF 328 Resources' article. However, a red box highlights the 'Return to Knowledge Base' link at the top left of the article content area.



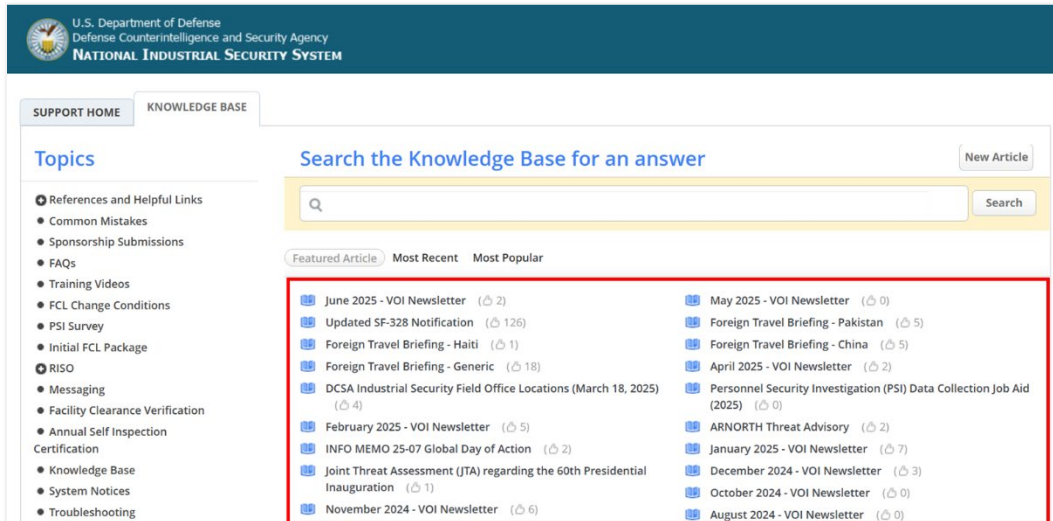
## FEATURED ARTICLE BUTTON

Featured articles will appear on the Knowledge Base main screen and can be returned to from any page, at any time while using the Knowledge Base.

1. Select the **“Featured Articles”** button if not already selected.



2. Select the **Folder** of the article desired from the list of featured articles.



*Note: After selecting the desired article or information, the information may be directly viewed, or a PDF option will be provided as shown below.*



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## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

The screenshot shows the NISS Knowledge Base interface. The article title is "June 2025 - VOI Newsletter" (Knowledge Article # 898254713). The content area, outlined in red, lists several topics: NATIONAL BACKGROUND INVESTIGATION SERVICES (NBIS), NBIS Multi-Factor Authentication (MFA) Update, February 2024 Version of Personnel Security Standard Forms Required Beginning August 1, 2025, 2025 COGSWELL AWARD RECIPIENTS ANNOUNCED, SECURITY REVIEW RATING RESULTS, DCSA FORM 147, JANUARY 2025 - IMPLEMENTATION, INDUSTRY SELF-CERTIFICATION FOR OPEN STORAGE AREAS, and MILITARY SDDC CUSTOMER AND CARRIER ADVISORY. The right sidebar shows the article was posted by Sandra Cole, has 2 likes, and lists related articles including May 2025 - VOI Newsletter, April 2025 - VOI Newsletter, February 2025 - VOI Newsletter, January 2025 - VOI Newsletter, and December 2024 - VOI Newsletter.

3. If a PDF option is provided, select the **PDF** file and a new window will open for viewing the document.

The screenshot shows the NISS Knowledge Base interface. The article title is "Updated SF-328 Notification" (Knowledge Article # 829928546). The content area, outlined in red, contains a notification about the release of National Industrial Security System (NISS) version 2.7.2 and the update to the Certificate Pertaining to Foreign Interests (Standard Form [SF]-328). Below the text, a PDF file named "SF-328-Update-Notification\_External\_REL2.7.2\_20250107.pdf" is listed with a red icon. The right sidebar shows the article was posted by Jessica Hertzog, has 126 likes, and lists related articles including ARNORTH Threat Advisory, INFO MEMO 25-07 Global Day of Action, Joint Threat Assessment (JTA) regarding the 60th Presidential Inauguration, DCSA Industrial Security Field Office Locations (Jan. 23, 2024), and Annual Industry Checkup Tool.

## MOST RECENT BUTTON

The Most Recent button appears on the Knowledge Base home page and provides a list of the most recently uploaded articles and documents.

1. Select the **"Most Recent"** button.

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## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

U.S. Department of Defense  
Defense Counterintelligence and Security Agency  
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SUPPORT HOME KNOWLEDGE BASE

Topics New Topic

Search the Knowledge Base for an answer New Article

References and Helpful Links

- Common Mistakes
- Sponsorship Submissions
- FAQs
- Training Videos
- FCL Change Conditions
- PSI Survey
- Initial FCL Package
- RISO
- Messaging
- Facility Clearance Verification
- Annual Self Inspection Certification
- Knowledge Base
- System Notices
- Troubleshooting

Featured Article Most Recent Most Popular

June 2025 - VOI Newsletter (0 2)	May 2025 - VOI Newsletter (0 0)
Updated SF-328 Notification (0 126)	Foreign Travel Briefing - Pakistan (0 5)
Foreign Travel Briefing - Haiti (0 1)	Foreign Travel Briefing - China (0 5)
Foreign Travel Briefing - Generic (0 18)	April 2025 - VOI Newsletter (0 2)
DCSA Industrial Security Field Office Locations (March 18, 2025) (0 4)	Personnel Security Investigation (PSI) Data Collection Job Aid (2025) (0 0)
February 2025 - VOI Newsletter (0 5)	ARNORTH Threat Advisory (0 2)
INFO MEMO 25-07 Global Day of Action (0 2)	January 2025 - VOI Newsletter (0 7)
Joint Threat Assessment (JTA) regarding the 60th Presidential Inauguration (0 1)	December 2024 - VOI Newsletter (0 3)
November 2024 - VOI Newsletter (0 6)	October 2024 - VOI Newsletter (0 0)
	August 2024 - VOI Newsletter (0 0)

2. Select the **Folder** of the article desired from the list of featured articles.

U.S. Department of Defense  
Defense Counterintelligence and Security Agency  
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SUPPORT HOME KNOWLEDGE BASE

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Updated SF-328 Notification (0 126)	Foreign Travel Briefing - Pakistan (0 5)
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February 2025 - VOI Newsletter (0 5)	ARNORTH Threat Advisory (0 2)
INFO MEMO 25-07 Global Day of Action (0 2)	January 2025 - VOI Newsletter (0 7)
Joint Threat Assessment (JTA) regarding the 60th Presidential Inauguration (0 1)	December 2024 - VOI Newsletter (0 3)
November 2024 - VOI Newsletter (0 6)	October 2024 - VOI Newsletter (0 0)
	August 2024 - VOI Newsletter (0 0)

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3. If a PDF option is provided, select the **PDF** file and a new window will open for viewing the document.

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## MOST POPULAR BUTTON

The Most Popular button appears on the Knowledge Base home page and provides a list of the most popular uploaded articles and documents. The popularity of each article or document is determined by the amount of "Likes" each article or document receives after publishing.

1. Select the **"Most Popular"** button.

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## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

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SUPPORT HOME KNOWLEDGE BASE

Topics New Topic

Search the Knowledge Base for an answer New Article

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- Troubleshooting

Featured Article Most Recent **Most Popular**

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Does NISS Send Me Emails? (FAQ) (37)	System Updates: Release 1.6.5.1 (Sep. 2019) (30)
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April 2023 - VOI Newsletter (21)	How to View Your Facility Profile (Aug. 2017) (20)
DCSA Industrial Security Field Office Locations (Jan. 23, 2024) (19)	Submitting Annual Self Inspection Certification (Aug. 2019) (19)
Annual Industry Checkup Tool (18)	Foreign Travel Briefing - Generic (18)
	DCSA Director's Letter to Industry Partners: Implementation of NISPO Rule (17)

2. Select the **Folder** of the article desired from the list of featured articles.

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