Submitting a Sponsorship Request –
External Users
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SPONSORSHIP REQUEST OVERVIEW

To be considered for a Facility Clearance Level (FCL), a facility must first have an approved sponsorship request from a Government Contracting Activity (GCA) or from a cleared prime contractor sponsoring the facility under the National Industrial Security Program (NISP) and valid justification outlining the requirement to access to classified information. The sponsorship request is submitted by either a “Sponsor GCA” or “Sponsor Industry” user in NISS and evaluated by DCSA to confirm that the contractor has a legitimate need to access classified information in the performance of work on a classified contract. Sponsorship submission is the first step in the initial FCL process. Once a sponsorship request is submitted, the DCSA reviewer can approve or reject the request, or request additional information from the Sponsor or GCA to make a final determination. If a request is rejected, the Sponsor will need to submit a new sponsorship request for the facility requesting an FCL.

See process flow below for more information.

To learn how to submit and view a sponsorship request in NISS, see Submitting a Sponsorship Request.
SUBMITTING A SPONSORSHIP REQUEST

1. As a Sponsor GCA or Sponsor Industry, navigate to the NISS Homepage then select **Submit a Sponsorship Request** from your Quick Links.

   ![Quick Links](image)

   **Current Role (Click to Change Role): Sponsor Industry K2222**

   Last Successful Login: 11/20/2019 02:47:00 PM

   1. **View My Tasks**
   2. **Access the External Knowledge Base**
   3. **Submit System Feedback**
   4. **Submit a Sponsorship Request**
   5. **View Open Sponsorship Requests**
   6. **View Previously Submitted Sponsorship Requests**

2. A window appears with the following tabs: Instructions, Sponsored Facility Information, Business Information, FSO Information, Contract Information, Program-Specific GCA POC, Sponsor Information, and Upload Supporting Documentation. Below are instructions for how to complete each tab in the Sponsorship Submission request.

   ![Instructions](image)

   **FACILITY CLEARANCE (FCL) SPONSORSHIP INSTRUCTIONS**

   If you wish to expedite your FCL request, please note that in the majority of cases, the longest avoidable delays are caused by submission of incomplete or incorrect FCL sponsorship requests. The sponsorship should be a collaborative effort between the sponsoring Government Contracting Activity (GCA) or Cleared Defense Contractor (CDC) and the company being sponsored to ensure all information provided is accurate and up-to-date.

   - Please read the following instructions prior to submitting your sponsorship request. The FCL process has changed and requests will be rejected upon receipt if they do not meet all applicable NISPOM requirements. Submitting numerous incomplete requests will result in delays to the overall FCL process timelines.

   - If inconsistencies in the sponsorship request are identified at any point during the FCL process, it may become impossible to meet deadlines established in the FCL Orientation Handbook (see http://www.dss.mil/test_fac_clear_fac_clear_check.html). This may result in discontinuation of the FCL process and valuable lost time in the process for obtaining an FCL.

   - Failure to provide requested information WILL delay the FCL process or result in rejection of your request. Please visit our website at http://www.dss.mil/test_fac_clear_fac_clear_check.html, or contact the DSS Knowledge Center at 888-282-7682 (option 3) if you have questions.

   A complete sponsorship request must include the following:

   1. **SPONSORSHIP LETTER**: Please use the most up-to-date version of the Sponsorship Letter available on our website at http://www.dss.mil/test_fac_clear_fac_clear_check.html in the Sponsorship section under “sample sponsorship letter.” This document has been created to assist you in providing the necessary information and includes notes to help you avoid the most common rejection reasons:

      - Commercial and Government Entity (CAGE) Code: DSS uses CAGE codes to track FCL Information. A CAGE code is required for an FCL to be issued. Please visit www.sam.gov for technician assisted with troubleshooting your issue. The DCSA Knowledge Center
3. The window will automatically default to the Instructions tab. This is for informational use. This tab contains all pertinent instructions for how to submit a complete, accurate, and valid facility clearance request. Scroll through the entirety of the tab and read this information carefully.

**Note:** Incomplete or inaccurate information may lead to increased processing times in the facility clearance process. Ensuring that you have provided all required information and documents to DCSA, as instructed, will increase the likelihood that the sponsorship request will be accepted.
SPONSORED FACILITY INFORMATION

4. Click the Sponsored Facility Information tab and complete the form, as demonstrated below.

**Note:** If the facility does not have a CAGE Code, check the No Assigned CAGE Code checkbox to have a temporary CAGE Code assigned, but ensure that you understand the corresponding statement highlighted below. Before checking the box, be sure to confirm with the company that there is no CAGE code assigned by DLA. Initiating the process with a temporary CAGE code when a company has a CAGE code already assigned may cause the sponsorship request to be rejected.

5. If the company is doing business under another registered name, click Add Record.
6. An “Add Record” window appears – select the **Alias Type** from the dropdown menu, then enter the **Alias Name** into the text field.

7. Click **Save** to add this record.

   **Note:** Once saved, the alias type(s) appears under “Sponsored Facility Other Registered Names.”

   **Note:** If you have more than one “Alias Type,” repeat steps 5-7 to add additional records.

8. Click the **Save** button at the bottom of the Sponsored Facility Information tab once you have completed the information requested on this tab, or whenever you would like to save progress.

   **Note:** You will receive a “Saved Successfully” alert to confirm your changes have been saved.
9. Click the **Business Information** tab and complete the form, as demonstrated below.

**Note:** If the company is a branch or division office, in question 5, click the **checkbox** below “This is a branch/division office.” A new sub-question appears, 5a, asking you to provide the home office facility CAGE Code. As you begin typing the CAGE code, known records will appear. Select the one you wish to use.
10. Click the **Save** button once you have completed the information on this tab.

   **Note** Some questions throughout the form are dynamic. For example, if I select “Yes” to question 8 on the “Business Information” tab, additional fields appear (questions 8a and 8b).
11. Click the **FSO Information** tab and complete the form, as pictured below. This is where you will identify who will be the Facility Security Officer (FSO) at the sponsored facility.

**Note**: If the FSO’s work location is different from the facility’s, please provide the FSO’s work location. If it is the same as the facility’s, simply check the box and the address will prepopulate using the information from the “Sponsored Facility Information” tab.
Note: If there is an alternate point of contact (POC) at the facility who will be involved in the facility clearance process, complete questions 13a-13e, as demonstrated below.

12. Click the Save button once you have completed the information on this tab.
13. Click the **Contract Information** tab and complete the form, as demonstrated in the images below.

**Note:** “Level of Safeguarding Required” cannot be higher than the “Level of Clearance Required.” The Level of Clearance and the Level of Safeguarding should also match the clearance and safeguarding level in the justification provided in supporting documentation.
Note: If there is more than one Primary Industrial Base Technology Category applicable to this contract, use the dropdown in question 19 and select multiple options by clicking the checkbox corresponding to the options that apply to this contract, as demonstrated below. Click Done once your selections have been made.

14. Click the Save button once you have completed the information on this tab.

Note: When completing question 22, be as specific as possible without disclosing classified information. For instance, specify what the sponsored company’s employees will be required to access or which classification level of information is required. Be advised, DCSA may not understand technical answers that do not specify why information is a certain classification level.
PROGRAM-SPECIFIC GCA POC

15. Click the **Program-Specific GCA POC** tab and complete the form, as demonstrated below.

   **Note:** Identify the government POC for this contract and add additional POCs, as necessary. Ensure the GCA POC Email is correct. You may want to consider alerting the GCA POC that DCSA will likely contact them to discuss the contract specifications and to respond promptly. If DCSA cannot get ahold of the GCA in a timely manner, the sponsorship request may be rejected.

16. Click the **Save** button once you have completed the information on this tab.
17. Click the Sponsor Information tab and review the prepopulated information, as demonstrated below. Fields that are greyed out are pre-populated read-only fields.

*Note:* Any changes to your personal information on this screen will only be reflected on this sponsorship request and not in your overall NISS Facility Profile. This applies to 25c-25f.

18. Click the Save button once you have completed the information on this tab.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Michael</td>
</tr>
<tr>
<td>Last Name</td>
<td>Scott</td>
</tr>
<tr>
<td>Phone</td>
<td>(202) 222-2222</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:MichaelScott@test.com">MichaelScott@test.com</a></td>
</tr>
<tr>
<td>CAGE Code</td>
<td>K2222 - Test Record Test Record inc. v2</td>
</tr>
<tr>
<td>Company Name</td>
<td>Test Record Test Record Inc. v2</td>
</tr>
<tr>
<td>Title</td>
<td>Office Director</td>
</tr>
</tbody>
</table>

![Sponsor Information Tab](image)
19. Click the **Upload Supporting Documents** tab then click **Add Record** to upload a document(s).

*Note* At a minimum, you are required to upload a justification for the facility clearance, such as a DD Form 254. You may be required to add additional documentation depending on your responses throughout this sponsorship form. For example, if you selected “Yes” to question 20b regarding access to classified information being required during the pre-award stage, then “GCA Written Approval for pre-award access” will need to be uploaded as a supporting document.

20. An “Add Record” window appears – select the dropdown for **Document Type** and choose the type of document that corresponds to the file being uploaded.

21. Click **Select a File** to add a supporting document.
22. Select the file you wish to upload then click **Open**.

![Choose File to Upload]

23. Once the file is uploaded, it appears as a link in the Supporting Documents field (click link to open file as needed). Click **Save** to add the file as a supporting document.

![Add Record]

24. The document appears in the list of Supporting Documents under “Document Type.”

   **Note:** To delete an attachment, click the **trash bin** icon corresponding to the record you wish to delete. A confirmation message appears (see note below).

![Document Type]

   **Note:** A message will appear asking “Are sure you want to delete this Document?” If you are sure, click the **OK** button.
SUBMITTING THE PACKAGE

25. When ready to submit your Sponsorship Package, click the Submit button.

*Note:* If there are any missing required fields or errors, the system will identify those and highlight them in red. After you have corrected them, click Submit again.

26. After clicking Submit, if there are no errors, a preview page will load. Review the information on this page – click the Return to Record link to make additional edits to your package if necessary.
27. To submit your sponsorship package to DCSA for review, click the **Submit Sponsorship Package** button at the top or bottom of the preview page.

**Note:** A confirmation message will appear confirming the package has been submitted to DCSA for review. The Sponsor, GCA POC (if different), FSO, and DCSA will receive an email notifying them of the sponsorship request submission. DCSA will review the package and make one of three determinations: “Accept,” “Reject,” or “Pending Additional Information.” DCSA will contact the sponsor if additional information is needed.

If a Sponsorship Package is rejected, an email is sent to the Sponsor and GCA POC to notify them – the Rejection Reason information is included in the email sent.
VIEWING OPEN SPONSORSHIP REQUESTS

1. To view your open sponsorship submission(s), navigate to the NISS Homepage and select View Open Sponsorship Requests from your Quick Links.

2. A list of open sponsorship requests appears. Click a record to view the package. The status of the package is displayed on the left. For example, all packages pictured below are in “Draft” status.

3. The selected open sponsorship request package appears in a new screen.
VIEWING PREVIOUSLY SUBMITTED SPONSORSHIP REQUESTS

1. To view any previously submitted sponsorship requests, navigate to the NISS Homepage and select View Previously Submitted Sponsorship Requests from your Quick Links.

2. A list of submitted sponsorship requests will appear. Click a record to view the package.

3. The selected submitted sponsorship request package appears in a new screen. 
   
   Note: The sponsorship package reflects a “Submitted” status.