

# Submitting a Sponsorship Request – External Users

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

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National Industrial Security System (NISS) – Release 2.0

26 February 2020

UNCLASSIFIED



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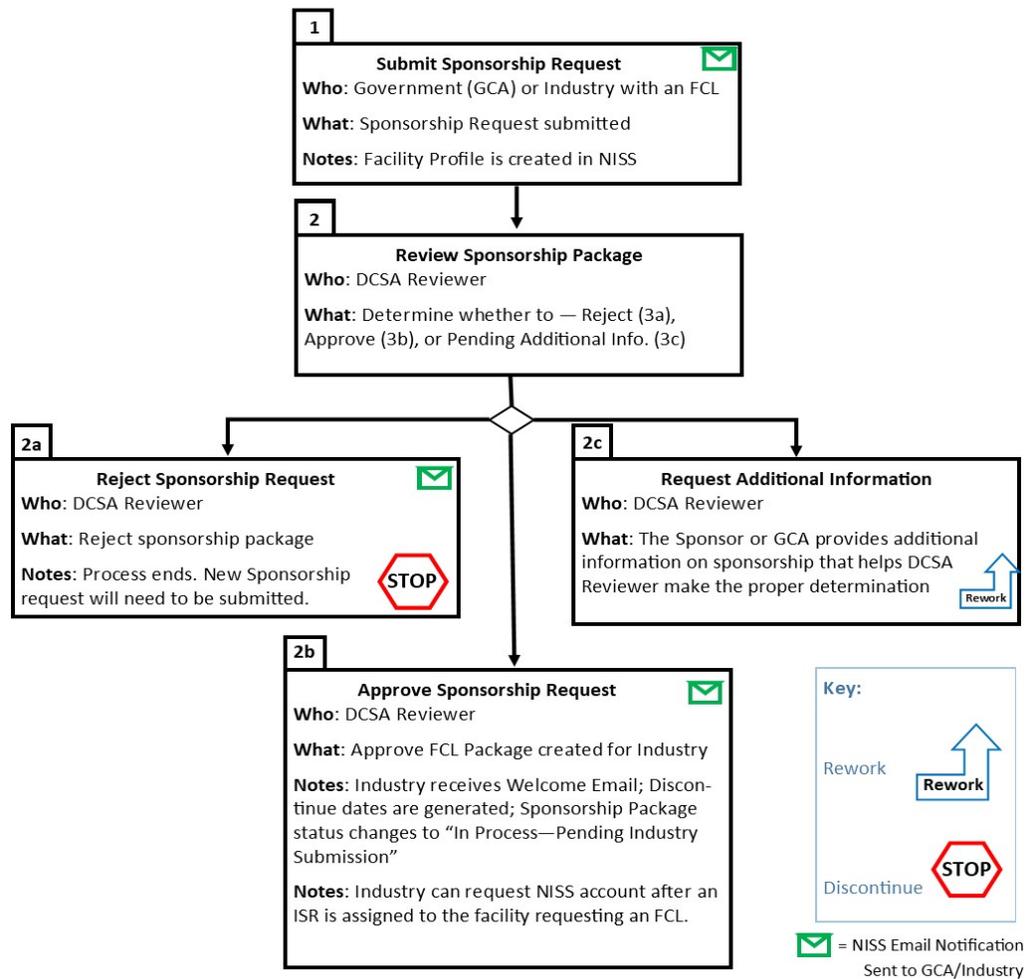
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# SPONSORSHIP REQUEST OVERVIEW

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.

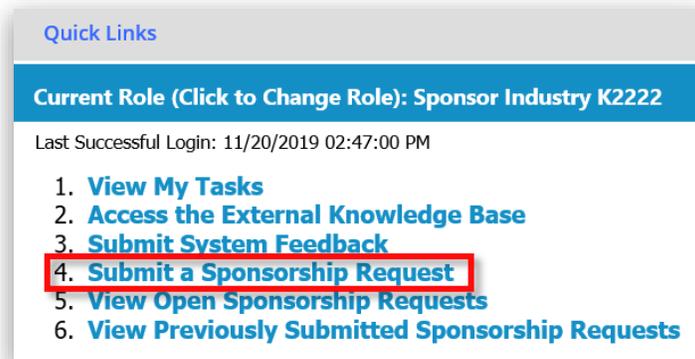


To learn how to submit and view a sponsorship request in NISS, see [Submitting a Sponsorship Request](#).



# 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.



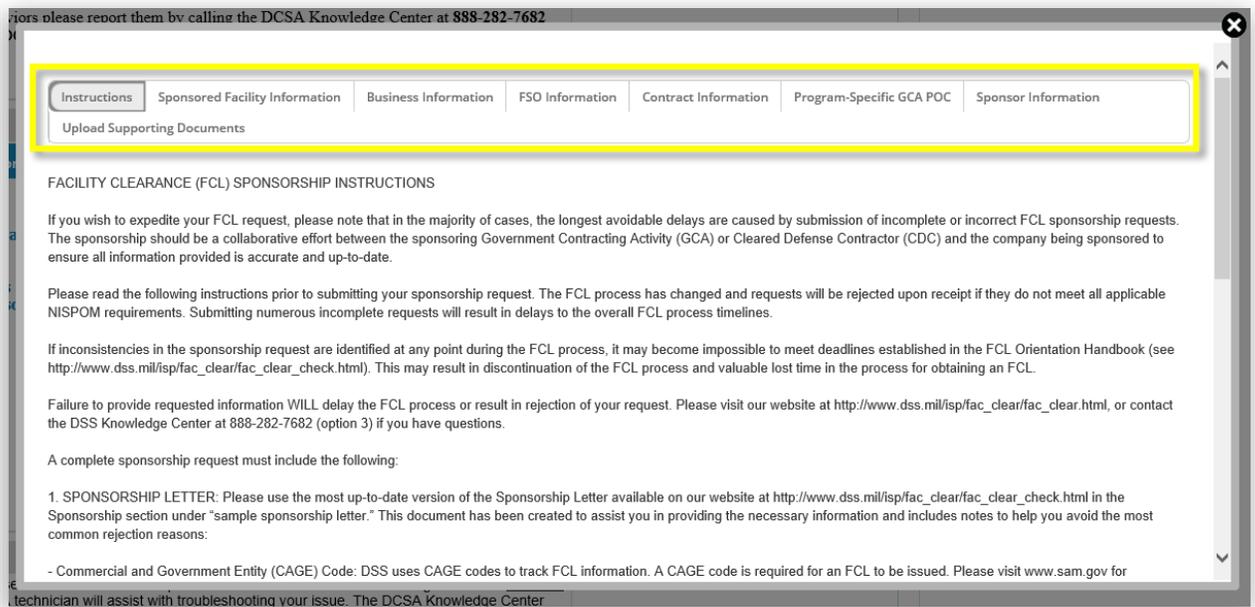
Quick Links

**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.



Users please report them by calling the DCSA Knowledge Center at 888-282-7682

Instructions | Sponsored Facility Information | Business Information | FSO Information | Contract Information | Program-Specific GCA POC | Sponsor Information

Upload Supporting Documents

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/isp/fac\\_clear/fac\\_clear\\_check.html](http://www.dss.mil/isp/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/isp/fac\\_clear/fac\\_clear.html](http://www.dss.mil/isp/fac_clear/fac_clear.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/isp/fac\\_clear/fac\\_clear\\_check.html](http://www.dss.mil/isp/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:

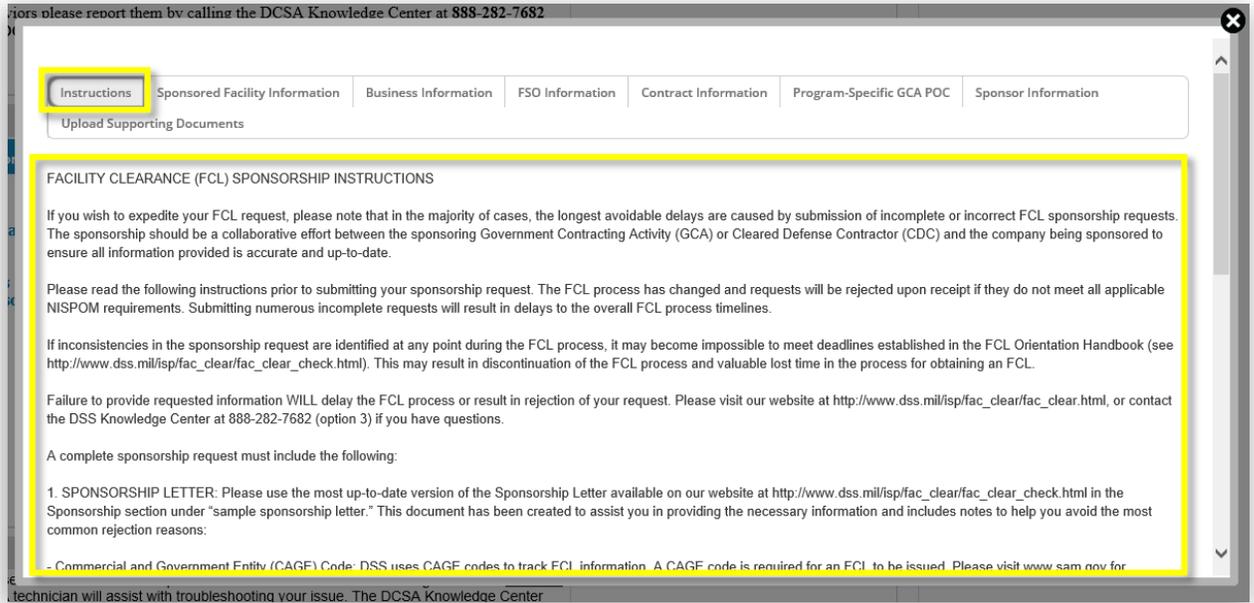
- Commercial and Government Entity (CAGE) Code: DSS uses CAGE codes to track FCL information. A CAGE code is required for an FCL to be issued. Please visit [www.sam.gov](http://www.sam.gov) for

technician will assist with troubleshooting your issue. The DCSA Knowledge Center



## INSTRUCTIONS

- 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.*

**New Sponsorship Submission**

Instructions | **Sponsored Facility Information** | Business Information | FSO Information | Contract Information | Program-Specific GCA POC | Sponsor Information

Upload Supporting Documents

CAGE Code \*

Facility Legal Name \*

Check the box below if the Sponsored Facility does not have an assigned CAGE Code. I request that DSS assign a temporary CAGE Code in order to initiate the facility clearance (FCL) process. I understand and have advised the sponsored facility that a facility cannot complete the FCL process without a permanent CAGE code and that the FCL process for this facility will be discontinued if a permanent CAGE code is not obtained by day 20 of the FCL process. Please visit [www.sam.gov](http://www.sam.gov) to obtain or update a CAGE code.

No Assigned CAGE Code

1a. Physical Street Address 1 (Required)

1b. Physical Street Address 2

1c. Physical City Address (Required)

1d. Physical State (Required)

1e. Physical Zip Code (Required)

2. Company Website

*Note: Any field with “(Required)” or an asterisk “\*” denotes a required field. This means that in order to submit the sponsorship package to DCSA, you are required to complete these fields.*

- 5. If the company is doing business under another registered name, click **Add Record**.

Sponsored Facility Other Registered Names **ADD RECORD**

Alias Type	Alias Name
No Records Present	



- 6. An “Add Record” window appears – select the **Alias Type** from the dropdown menu, then enter the **Alias Name** into the text field.

Basic Information

Alias Type \*

- AKA - Also Known As
- DBA - Doing Business As
- TA - Trading As

Alias Name \*

Save Cancel

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

Basic Information

Alias Type \*

DBA - Doing Business As

Alias Name \*

Test Alias Name

Save Cancel

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

Sponsored Facility Other Registered Names

ADD RECORD

Alias Type	Alias Name	
DBA - Doing Business As	Test Alias Name	

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

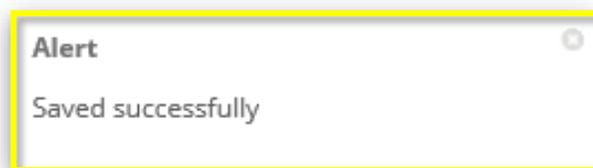
Sponsored Facility Other Registered Names

ADD RECORD

Alias Type	Alias Name	
DBA - Doing Business As	Test Alias Name	
AKA - Also Known As	Test AKA Name	

- 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.*





## BUSINESS INFORMATION

9. Click the **Business Information** tab and complete the form, as demonstrated below.

**New Sponsorship Submission**

Instructions | Sponsored Facility Information | **Business Information** | FSO Information | Contract Information | Program-Specific GCA POC | Sponsor Information

Upload Supporting Documents

3. Date of Incorporation/Organization (Required)  
01/01/2020

4. State of Incorporation/Organization (Required)  
DC

5. Business Structure (Required)  
Corporation - Private

This is a branch/division office

Note: In order to be eligible for an FCL, a JV must also be a legal entity (e.g. a Corporation or an LLC) and must be populated as required by NISPOM 1-201, 2-102b, and 2-104.

6. Is the legal entity organized and existing in one of the 50 United States or DC or U.S. Territories? (Required)  
 Yes  No

7. Facility Located on Government installation? (Required)  
 Yes  No

8. Facility holds FCL with another Government agency besides DSS? (Required)  
 Yes  No

9. Primary Type of Business (Required)  
Consulting

10. Principal Product/Service (Required)  
Y11: Services and Other Products - Information technology services

Submit Save Cancel

**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.

Instructions | Sponsored Facility Information | **Business Information** | FSO Information | Contract Information | Program-Specific GCA POC | Sponsor Information

Upload Supporting Documents

3. Date of Incorporation/Organization (Required)  
01/01/2020

4. State of Incorporation/Organization (Required)  
DC

5. Business Structure (Required)  
Corporation - Private

Note: DSS does not process new FCLs for division or branch offices that will not require Safeguarding for contract performance under DSS Cognizance.

This is a branch/division office

5a. Please Provide Home Office CAGE Code (Note: If the Home Office is not cleared please submit a Sponsorship for that CAGE code as well.) \*  
Z12345



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).*

Note: In order to be eligible for an FCL, a JV must also be a legal entity (e.g. a Corporation or an LLC) and must be populated as required by NISPOM 1-201, 2-102b, and 2-104.

6. Is the legal entity organized and existing in one of the 50 United States or DC or U.S. Territories? (Required) ⓘ  
 Yes  No

7. Facility Located on Government installation? (Required) ⓘ  
 Yes  No

8. Facility holds FCL with another Government agency besides DSS? (Required) ⓘ  
 Yes  No

8a. Specify Government Agency ⓘ  
CIA - Central Intelligence Agency ▼

8b. Specify FCL ⓘ  
Top Secret ▼

9. Primary Type of Business (Required) ⓘ  
Consulting ▼

10. Principal Product/Service (Required) ⓘ  
Y4: Services and Other Products - Consulting services ▼



## FSO INFORMATION

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.

New Sponsorship Submission

Instructions | Sponsored Facility Information | Business Information | **FSO Information** | Contract Information | Program-Specific GCA POC | Sponsor Information

Upload Supporting Documents

11a. FSO Legal First Name (Required) <input type="text" value="John"/>	11b. FSO Legal Last Name (Required) <input type="text" value="Smith"/>
11c. FSO Phone (Required) <input type="text" value="123-456-7890"/>	11d. FSO Email (Required) <input type="text" value="johnsmith@testemail.com"/>
11e. FSO Phone Extension <input type="text"/>	<small>Note: It is highly recommended that the person listed as FSO be the person who is actually intended to be the FSO. The initial contacts during the FCL process are designed to prepare the FSO to successfully complete the FCL process and switching FSOs during the process or immediately after the company is cleared may impact the facility's ability to perform on classified contracts.</small>
FSO Work Location <input type="checkbox"/>	

**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.

FSO Work Location

12a. FSO Work Location Same as Facility Address? <input checked="" type="checkbox"/>
12b. Street Address 1 (Required) <input type="text" value="Test Physical Street Address 1"/>
12c. Street Address 2 <input type="text" value="Test Physical Street Address 2"/>
12d. City Address (Required) <input type="text" value="Test Physical City Address"/>
12e. State (Required) <input type="text" value="DC"/>
12f. Zip Code (Required) <input type="text" value="20007"/>



## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

**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.

13a. Alternate POC Legal First Name <input type="text" value="jane"/>	13b. Alternate POC Legal Last Name * <input type="text" value="Doe"/>
13c. Alternate POC Phone ⓘ <input type="text" value="098-765-4321"/>	13d. Alternate POC Title ⓘ <input type="text"/>
13e. Alternate POC Email * <input type="text" value="janedoe@testemail.com"/> X	

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



## CONTRACT INFORMATION

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.*

**New Sponsorship Submission**

Instructions | Sponsored Facility Information | Business Information | FSO Information | **Contract Information** | Program-Specific GCA POC | Sponsor Information

Upload Supporting Documents

Note: Justification for the FCL must be included with your request and must validate the FCL and Safeguarding levels requested. The most common form of justification is a DD Form 254 issued from the Sponsor to the Sponsored Facility. For assistance with completing the DD254, please visit <https://stepp.dss.mil/courseware/dd254/ddform254fillable.pdf>

14a. Prime Contract Number Requiring Access to Classified Information (Required) ⓘ  
XYZ123ABC

14b. Government Customer (Required)  
DOJ - Department of Justice

14c. Program Name (Required) ⓘ  
Technology Support for DOJ

15. Level of Clearance Required (Required) ⓘ  
Secret

16. Level of Safeguarding Required (Required)  
Secret

17. Total number of employees at Sponsored Facility (approx.) (Required)  
457

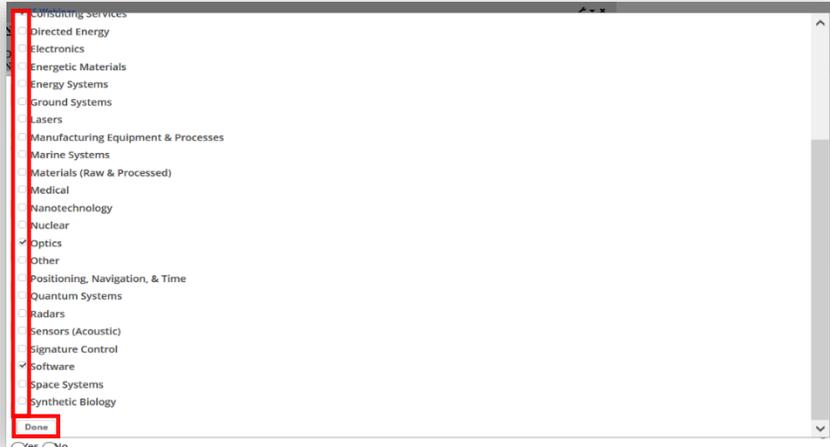
18a. Does the Sponsored Facility have two or more employees who will work on the classified contract? (Required) ⓘ  
 Yes  No

19. Primary Industrial Base Technology Category applicable to this contract (Required)  
Command, Control, Communication, & Computers, Consulting Services, Optics, Software

20a. Sponsorship request based on a contract that is in a pre-award stage? (Required) ⓘ  
 Yes  No



**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.

21. Access to classified information required in performance of this contract? (Required) ?  
 Yes  No

Note: A requirement to have background investigations is not the same as a requirement to have access to classified information. The GCA is responsible for funding, submitting, and managing investigations for purposes other than access to classified information (such as access to secure area, unclassified IT positions). Companies that do not require access to classified information are not eligible for an FCL and these investigations should not be processed under the National Industrial Security Program (NISP). If an FCL is being requested for a service contract in which access to classified information cannot be precluded by implementing basic security procedures, a compelling need letter from the GCA clearly explaining the rationale for the request must be included with the sponsorship package.

22. Unclassified description of type of information the sponsored company will require access. (Required) \* ?  
TEST: Access to systems and servers

23a. Request based on a subcontract issued to the Sponsored Facility? (Required) ?  
 Yes  No

If this is a subcontract that will involve the disclosure of CNWDI, COMSEC, or NATO information to the subcontractor, you must obtain written GCA authorization to share this information with the Sponsored Facility in accordance with NISPOM requirements. If it involves the disclosure of Non-SCI or SCI Intelligence information, written authorization from the originating Intelligence Community element is required. A copy of the applicable authorization(s) must be included with your sponsorship request. If concurrence is not provided, the request will be rejected. Please see NISPOM 9-204, 9-300, 9-407, and 10-711 at <http://www.dtic.mil/whs/directives/corres/pdf/522022M.pdf>.



## 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.

**New Sponsorship Submission**

Instructions | Sponsored Facility Information | Business Information | FSO Information | Contract Information | **Program-Specific GCA POC** | Sponsor Information

Upload Supporting Documents

24a. Program-Specific GCA POC First Name (Required) <input type="text" value="Michael"/>	24b. Program-Specific GCA POC Last Name (Required) <input type="text" value="Brown"/>
24c. Program-Specific GCA POC Phone (Required) ⓘ <input type="text" value="100-200-3000"/>	24d. Program-Specific GCA POC Title (Required) <input type="text"/>
24e. Program-Specific GCA POC Email (Required) <input type="text" value="michaelbrown@testemail.com"/>	
24f. Add Other POC(s) <input type="text"/>	

Submit **Save** Cancel



## SPONSOR INFORMATION

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.

**New Sponsorship Submission**

Instructions | Sponsored Facility Information | Business Information | FSO Information | Contract Information | Program-Specific GCA POC | **Sponsor Information**

Upload Supporting Documents

25a. Sponsor Type (Required) ?  
Facility

25b. Sponsor CAGE Code (Required) ? **K2222 - Test Record Test Record Inc. v2**

25b. Sponsor Company Name (Required) ? **Test Record Test Record Inc. v2**

25c. First Name (Required)

25d. Last Name (Required)

25e. Phone (Required) ?

25f. Title (Required)

25g. Sponsor Email (Required)



## UPLOAD SUPPORTING DOCUMENTS

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.*

New Sponsorship Submission

Instructions | Sponsored Facility Information | Business Information | FSO Information | Contract Information | Program-Specific GCA POC | Sponsor Information

Upload Supporting Documents

ADD RECORD

Document Type

No Records Present

Submit Save Cancel

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.

Add Record

Basic Information

Document Type \*

Supporting Document \*

+ Select a File

Save Cancel

- Compelling Need Letter
- GCA Concurrence Letter
- GCA Written Approval for pre-award access
- Government Installation Letter
- Justification (e.g. DD Form 254)
- PWS/SOW

21. Click **Select a File** to add a supporting document.

Add Record

Basic Information

Document Type \*

Supporting Document \*

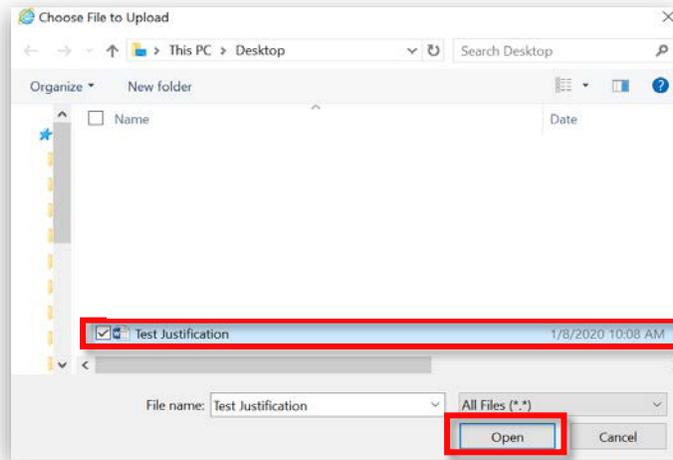
+ Select a File

Save Cancel

Justification (e.g. DD Form 254)



22. Select the file you wish to upload then click **Open**.



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.

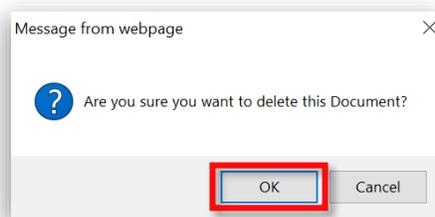


24. The document appears in the list of Supporting Documents under “Document Type.”

*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).



*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.*

The screenshot shows a web form for submitting a sponsorship package. The form is titled "K56789 Test Facility Legal Name" and has a status of "Draft". The form is divided into several tabs: Instructions, Sponsored Facility Information, Business Information, FSO Information, Contract Information, Program-Specific GCA POC, and Sponsor Information. The "Program-Specific GCA POC" tab is currently selected. The form contains several required fields, some of which are highlighted in red to indicate errors. The "24d. Program-Specific GCA POC Title (Required)" field is highlighted in red and contains the error message: "Enter value for 24d. Program-Specific GCA POC Title (Required)". Other fields include "24a. Program-Specific GCA POC First Name (Required)" with the value "Michael", "24b. Program-Specific GCA POC Last Name (Required)" with the value "Brown", "24c. Program-Specific GCA POC Phone (Required)" with the value "100-200-3000", and "24e. Program-Specific GCA POC Email (Required)" with the value "michaelbrown@testemail.com". There is also a "24f. Add Other POC(s)" field. At the bottom right of the form, there are three buttons: "Submit" (highlighted in red), "Save", and "Cancel".

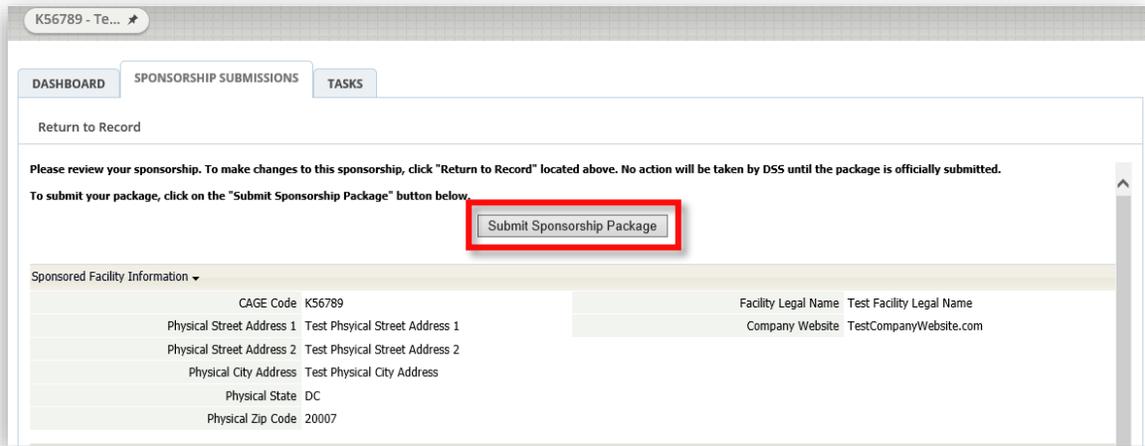
26. After clicking Submit, if there are no errors, a preview page will load. Review the information on this page – click the **Return to Record** link to make additional edits to your package if necessary.

The screenshot shows a preview page for the sponsorship package. The page title is "K56789 - Te...". The page has a navigation bar with "DASHBOARD", "SPONSORSHIP SUBMISSIONS", and "TASKS" tabs. The "Return to Record" link is highlighted in red. Below the navigation bar, there is a message: "Please review your sponsorship. To make changes to this sponsorship, click 'Return to Record' located above. No action will be taken by DSS until the package is officially submitted. To submit your package, click on the 'Submit Sponsorship Package' button below." Below this message is a "Submit Sponsorship Package" button. The main content area is titled "Sponsored Facility Information" and contains a table with the following information:

CAGE Code	K56789	Facility Legal Name	Test Facility Legal Name
Physical Street Address 1	Test Physical Street Address 1	Company Website	TestCompanyWebsite.com
Physical Street Address 2	Test Physical Street Address 2		
Physical City Address	Test Physical City Address		
Physical State	DC		
Physical Zip Code	20007		

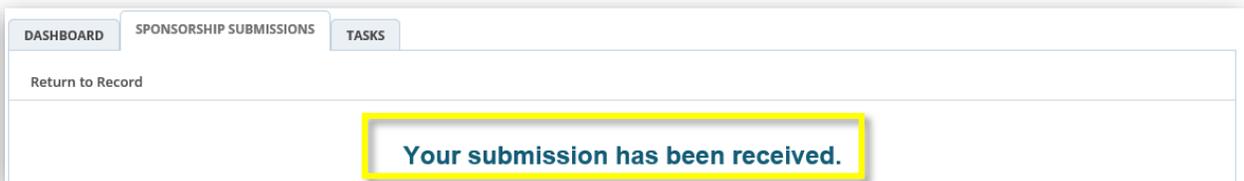


27. To submit your sponsorship package to DCSA for review, click the **Submit Sponsorship Package** button at the top or bottom of the preview page.



**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.

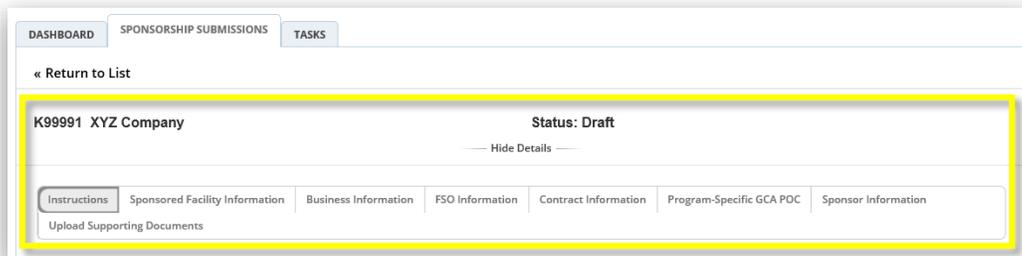


2. A list of open sponsorship requests appears. Click a **record** to view the package. The status of the package is displayed on the left. For example, all packages pictured below are in “Draft” status.

(External) My Sponsorship Submissions New Sponsorship Submission

Sponsorship Package Status	CAGE Code	Facility Legal Name	Date Modified
Draft	K99991	XYZ Company	2 hours ago
Draft	K56789	Test Facility Legal Name	3 hours ago
Draft	k56789	Test Facility Legal Name	3 days ago

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.

Quick Links

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

Sponsorship Package Status	CAGE Code	Facility Legal Name	Date Modified
Submitted	K99991	XYZ Company	2 hours ago
Submitted	K56789	Test Facility Legal Name	3 hours ago
Submitted	k56789	Test Facility Legal Name	3 days ago

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

« Return to List

K56789 - Test Facility Legal Name **Status: Submitted**

Hide Details

Sponsored Facility Information | Business Information | FSO Information | Contract Information | Program-Specific GCA POC | Sponsor Information

Upload Supporting Documents