UPDATED SPONSORSHIP AND FACILITY CLEARANCE PACKAGE SUBMISSION PROCEDURES

Overview:

Effective March 1, 2023, DCSA is implementing updated procedures for facility clearance (FCL) sponsorship and FCL package submissions to reduce the cycle, or re-work, between government contracting activities (GCAs) or contractors and DCSA. These changes in are one of a number of initiatives DCSA is undertaking, internally and externally, to streamline the FCL process, which will ensure the fullest degree of transparency practicable during the sponsorship and FCL package processes. DCSA encourages the full utilization of available resources from DCSA by sponsors or the sponsored contractors to ensure complete and accurate packages are submitted to facilitate DCSA's efficient and thorough evaluation of each case.

Problem:

The reworking of packages submitted to DCSA adds significant time to case reviews and contributes to the aging of package submissions in queue. These increases in time across the FCL process severely impede the ability of GCAs to receive the goods or services required to execute their missions in a timely manner, the profitability of contractors, and the risk to national security. The cycle for sponsorship packages is, on average, 1.93 times per package with a 53% rejection rate. That number increases to 2.5 times for initial/upgrade FCL packages with a 70% rejection rate. DCSA is committed to reducing both rates, cycle and rejection, to or near 1.1 and 15%.

Applicability:

These updated procedures apply to the following package types submitted by GCAs/Contractors: Sponsorship, Initial FCL, and Upgrade FCL.

Procedures:

DCSA is implementing the procedures outlined below.

1. GCA or Contractor submits a package.

2. DCSA conducts the first review of the package for completeness and/or a legitimate requirement.

   2.1. Incomplete Package: DCSA returns the package to the original submitter with details concerning the missing information or items to be corrected, available resources (policy, forms, templates, etc.) that can be used to address the reasons for the return, and point of contact (POC) information should questions or concerns arise. DCSA will provide a suspense date for resubmission (see step 3).

   2.2. Complete Package: DCSA accepts the package and continues processing. GCAs or Contractors may check the National Industrial Security System (NISS) or their case-specific POCs for status information. In addition, GCAs or Contractors may contact the helpdesk for basic status requests at dcsa.quantico.hq.mbx.occ-facilities@mail.mil or 888-282-7682 (option 3).

3. GCA or Contractor reviews the details provided by DCSA concerning the missing information or items requiring correction.

    3.1. <u>Request Extension:</u> In the rare case when an extension is needed, the GCA or Contractor will contact their DCSA POC via email no later than three business days prior to the suspense date to request an extension. Extension requests must contain the proposed suspense date requested and a justification supporting the extension request. DCSA will notify the submitter if the extension request is deemed acceptable or will provide an updated suspense.

    3.2. <u>Resubmit:</u> GCA or Contractor addresses missing or incorrect information within the package. The package must contain an overview of what corrective actions were taken to address each of the details provided by DCSA. Once all items have been addressed, the GCA/Contractor resubmits the package.

4. DCSA conducts a review of the resubmitted package for completeness.

    4.1. <u>Incomplete Package (DCSA request(s) not addressed):</u> If the package still contains the same inaccurate or missing information,[2] DCSA will take the following actions:

    4.1.1. <u>Sponsorship Package Actions:</u> DCSA rejects the sponsorship request and package resulting in the removal of the package and request from DCSA's queue. In such cases, the GCA or Contractor must submit a new sponsorship request.

    4.1.2. <u>Initial FCL/Upgrade Package Actions:</u> DCSA discontinues the FCL process resulting in the removal of the package and request from DCSA's queue. In such cases, the GCA or Contractor must submit a new FCL Package request (new sponsorship not required).

    4.2. <u>Complete Package:</u> DCSA accepts or approves the package and continues processing. GCAs or Contractors may check the National Industrial Security System (NISS) or their case-specific POCs for status information. In addition, GCAs or Contractors may contact the helpdesk for basic status requests at dcsa.quantico.hq.mbx.occ-facilities@mail.mil or 888-282-7682 (option 3).

5. <u>Notification Process:</u> In an effort to increase transparency within the process, DCSA will notify the affected parties when returning, rejecting, or discontinuing a package.

    5.1. <u>Sponsorship Packages:</u> DCSA will notify the Sponsored Contractor of the Sponsorship Package being returned or rejected. DCSA will refer the Contractor to their Sponsor if additional details are required.

    5.2. <u>Initial FCL/Upgrade Packages:</u> DCSA will notify the Sponsor of the incomplete FCL Package submission and subsequent FCL process discontinuation. DCSA will refer the Sponsor to the Sponsored Contractor if additional details are required.

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[2] If submission of the requested information leads to additional or new questions or information requirements DCSA will follow the procedures in step 2. The procedures outlined in step 4 only apply to those reviews where the requested information was not provided.