

Defense Counterintelligence and Security Agency  
Vetting Risk Operations Center

Updated Guidance to Facility Security Officers  
Prime Contract Number Field

As of 30 March 2021

When submitting requests for personnel security clearance investigations to DCSA, the prime contract number is a **required** field in DISS. DCSA may reject investigation submissions that don't include the prime contract number. This information is essential to validate contractor personnel security investigation submissions against their sponsoring government contracting activities.

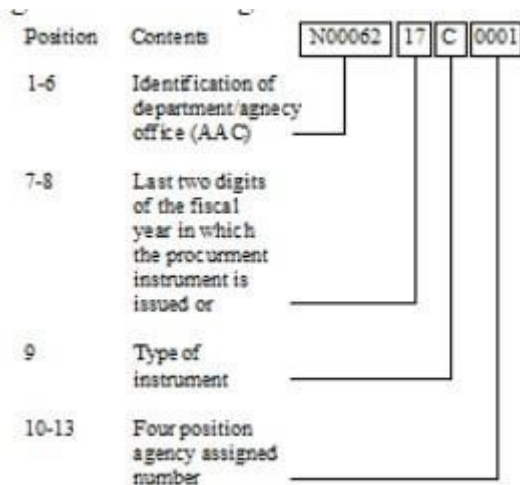
Requirement: All requests for personnel security investigations **must** include the prime contract number.

Instruction: See the guidance below for details. Please follow the correct standardized format for the prime contract number as shown below.

**Prime Contract Number:**

1) When entering the prime contract number, please include the full prime contract number.

In 2017, the Federal Acquisition Regulation (FAR) standardized contract numbers government-wide by establishing the Procurement Instrument Identifier (PIID). Contracts configured in the PIID follow this format:



Older contracts may not follow the PIID contract format. Please refer to the DD Form 254, Box 2a "Prime Contract Number" to obtain the contract number for entry in DISS.

2) Subcontractors should refer to the DD Form 254, Box 2a. "Prime Contract Number" to obtain the prime contract number for entry in DISS.

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- 3) If the individual works on multiple contracts, **the DD254 block 2a states Multiple Contracts or Services**, list the prime contract number primarily supported (majority of time billed).
- 4) Investigations for key management personnel of a cleared company should reflect the contractor's largest classified contract supported.
- 5) For a company in process for a facility clearance, the key management personnel clearance requests should reflect the contract number of the contract associated with the sponsorship of the company's facility clearance by the government customer or prime contractor.
- 6) If the contract number is classified, type "classified" in the field.

**If you have any questions with this process, please email [dss.ncr.dss.mbx.dvd-vroc@mail.mil](mailto:dss.ncr.dss.mbx.dvd-vroc@mail.mil) for assistance.**


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## DISS screenshot – Initiating Industry Personnel Security Clearances

\*\*\* Please note the contract number is found in both the Basic Infor. Portion of DISS as well as CSR information

Basic Info. Other Subject Details SMO Relationships Incidents Accesses CSRs/RFAs Subject Notes/Documents Foreign Travel Subject Actions

▼ Citizenship Information (1)

Country	Citizenship Date	Citizenship Type	Renunciation Date	Options
United States				

Add Citizenship


▼ Investigations (2)

Investigation Type	Investigation Status	Investigating Agency	Close Date	Agency Case Number
NACLC	Closed	OPM	2015/06/18	
SAC	Closed	OPM	2015/05/14	

▼ Subject's Case History (2)

ID	Status	Adjudication Type	Investigation Type	Created Date	Closed Date
	Case Closed	Secret	NACLC	2015/06/24	2015/07/08
	Case Closed	Other	SAC	2015/05/16	2015/05/20

▼ Investigation Requests (1)

Request Date	Status	Type	SMO	Agency	EQIP Id	Contract #	Options	Expand
<a href="#">2021/02/23</a>	<a href="#">FSO Reviewed</a>	<a href="#">Tier 5</a>						

▼ CSR Information

Days until expiration: 57 Investigation Type: Tier 5

Investigation Status: FSO Reviewed Requesting SMO: [redacted]

Initiation Date: 2021/02/23 Contract #: [redacted]

Periodic Reinvestigation:  Break In Service:

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**DD FORM 254, CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

<b>DEPARTMENT OF DEFENSE</b> <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</i>		1. CLEARANCE AND SAFEGUARDING	
		a. FACILITY CLEARANCE REQUIRED:	
		b. LEVEL OF SAFEGUARDING REQUIRED:	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>		3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>	
a. PRIME CONTRACT NUMBER		a. ORIGINAL <i>(Complete date in all cases)</i>	Date (YYMMDD)
b. SUBCONTRACT NUMBER		b. REVISED <i>(Supersedes all previous specs)</i>	Revision No. Date (YYMMDD)

The prime contract number should be used to complete the JPAS field “Prime Contract Number”