

# **NISS Overview – External User Guide**

**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY**

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**National Industrial Security System (NISS) – Release 2.0**

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# WHAT IS NISS?

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## NISS OVERVIEW

The National Industrial Security System (NISS) is the system of record for facility clearance information, replacing the Industrial Security Facilities Database (ISFD) and Electronic Facilities Clearance System (e-FCL) legacy systems. NISS facilitates the efficient execution of DCSA's core mission to strengthen national security and improves transparency pertaining to the National Industrial Security Program (NISP).

NISS offers a variety of functionality that facilitates the process for facility clearance requests, processing, and maintenance. Functions and features in NISS available to external users include but are not limited to the following: request a facility clearance (FCL), report a change condition, message your Industrial Security Representative (ISR), request a Facility Profile update, submit a Facility Clearance Verification (FCV), and submit an Annual Self-Inspection Certification.

## PURPOSE OF THIS DOCUMENT

The NISS Overview User Guide for External Users is a comprehensive guide to assist industry and government partners in navigating and using the NISS application to successfully perform tasks associated with requesting and effectively maintaining a facility clearance. This user guide explains how to perform specific tasks in NISS based on the different user roles and responsibilities available to external users. In addition to this guide, NISS training resources are available in the NISS Knowledge Base. For guidance on how to access the NISS Knowledge Base, refer to the [Knowledge Base](#) section of this user guide.



## NISS EXTERNAL USER ROLES

The eleven user roles for industry have been grouped within three NISS Categories: Security Staff, Sponsor and Facility Clearance Verifier.

| SECURITY STAFF<br>  | SPONSOR<br> | FACILITY CLEARANCE VERIFIER<br> |
|--|--|--|
| <p>Facility Security Officer (FSO)</p> <p>Assistant Facility Security Officer (AFSO)</p> <p>Corporate Security Officer</p> <p>Information System Security Manager (ISSM)</p> <p>Key Management Personnel (KMP)</p> <p>Other Security Staff</p> | <p>Sponsor - Industry</p> <p>Sponsor – Government Contracting Activity (GCA)</p>               | <p>FCV Industry</p> <p>FCV Government Contracting Activity (GCA)</p> <p>FCV Other Government Activity (OGA)</p>    |



# NISS EXTERNAL USER PERSONAS

## SECURITY STAFF



### Security Staff

#### Role Description:

The Security Staff are members of the facility, or organization, responsible for the security oversight and maintenance of their organization. Roles include the Facility Security Officer (FSO), Assistant Facility Security Officer (AFSO), Corporate Security Officer (CSO), Information System Security Manager (ISSM), Key Management Personnel (KMP), and Other Security Staff. Note that functionality and process involvement in NISS is limited for CSO and KMP roles.



### Responsibilities

- Submit a Facility Clearance request
- Report a Change Condition
- Complete and Submit the Annual Self-Inspection Survey and Annual Personnel Security Investigation (PSI) Survey
- Transmit Security Baselines



### NISS Knowledge Base

Your one-stop shop for all things NISS! Access job-aids, videos, and transcripts to help you navigate NISS and use it to perform your duties. Click the "Access External Knowledge Base" Quick Link from the NISS home page for access.



### NISS Process Involvement

- Submit an FCL Package
- Report a Change Condition
- Submit PSI
- Message ISR
- Request Facility Profile Update



### Frequently Used Job-Aids

- [NISS FAQs for External Users](#)
- [Initial FCL Process - Industry](#)
- [Messaging in NISS - Industry](#)
- [Reporting a Change Condition](#)



## SPONSOR (GCA AND INDUSTRY)



### Sponsor

#### Role Description:

A Sponsor is a Government Contracting Activity (GCA) or a cleared prime contractor requesting sponsorship of a Contracting Facility requiring an FCL by demonstrating a legitimate need to access classified information in the performance of work on a classified contract.



### Responsibilities

- Submit a Sponsorship Request for a Contracting Facility requiring an FCL by demonstrating a legitimate need to access classified information in the performance of work on a classified contract



### NISS Knowledge Base

Your one-stop shop for all things NISS! Access job-aids, videos, and transcripts to help you navigate NISS and use it to perform your duties. Click the "Access External Knowledge Base" Quick Link from the NISS home page for access.



### NISS Process Involvement

- Submit a Sponsorship Request



### Frequently Used Job-Aids

- [Submitting a Sponsorship Request](#)
- [NISS FAQs for External Users](#)



## FACILITY CLEARANCE VERIFIER



### Facility Clearance Verifier

#### Role Description:

The Facility Clearance Verifier submits and views Facility Clearance Verification (FCV) requests and notifications. FCV requests are used to verify safeguarding capability prior to transmitting classified information and/or to verify FCL status prior to disclosing classified information. FCV requests are also used to conduct necessary oversight of classified subcontractors or determine potential sponsorship need.



### Responsibilities

- Verify safeguarding capability prior to transmitting classified information and/or to verify FCL status prior to disclosing classified information.
- Submit, view, or delete an FCV Request for new or current classified subcontractors



### NISS Knowledge Base

Your one-stop shop for all things NISS! Access job-aids, videos, and transcripts to help you navigate NISS and use it to perform your duties. Click the "Access External Knowledge Base" Quick Link from the NISS home page for access.



### NISS Process Involvement

- Submit an FCV Request



### Frequently Used Job-Aids

- [Facility Clearance Verification User Guide](#)
- [NISS FAQs for External Users](#)

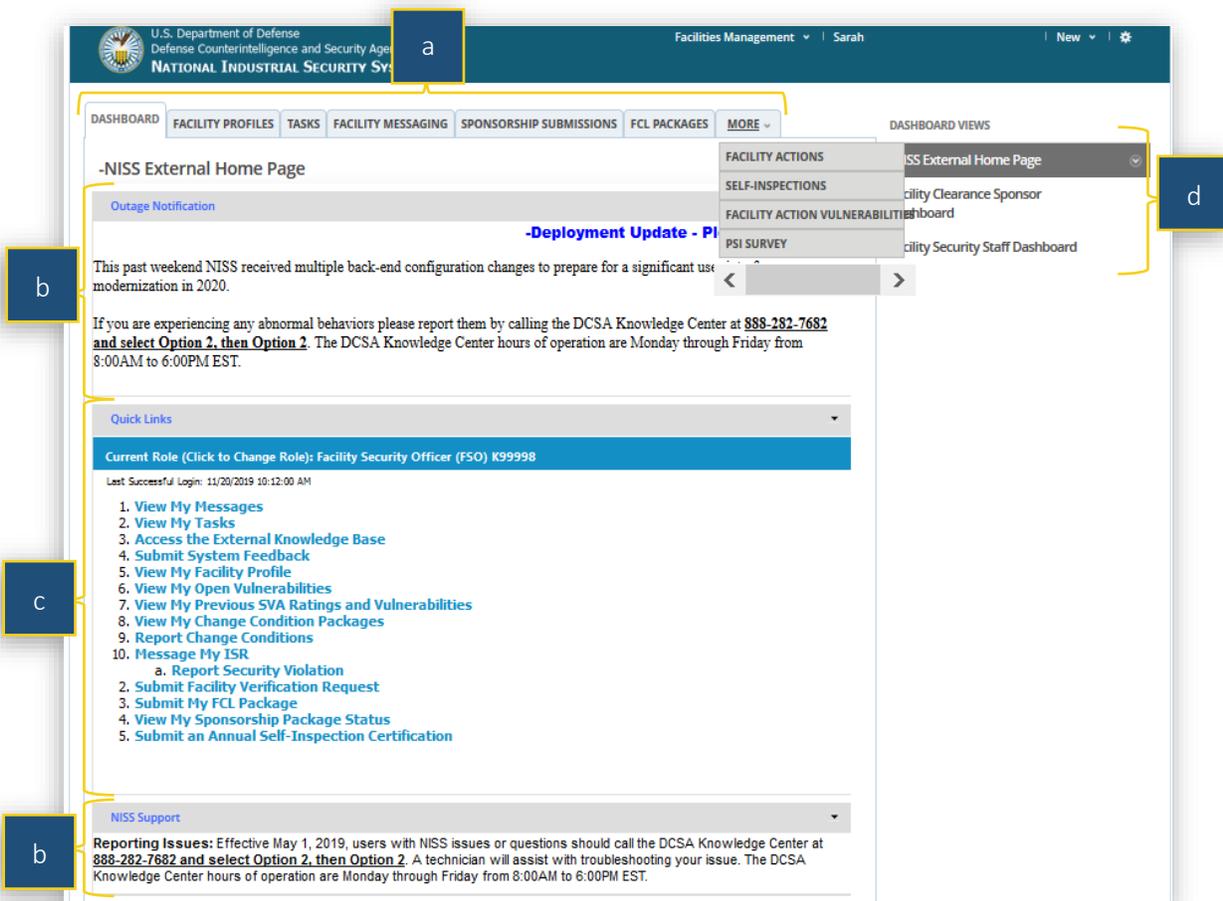


# NISS HOMEPAGE AND TABS

## NISS External Home Page section 1:

The NISS External Home Page includes navigation tabs, notification widgets, Quick Links, and dashboard views; find details of each feature below:

- a. **Tabs:** Tabs are core navigation controls and are unique to the role of the user. The “Dashboard” tab is the default screen when a user logs into NISS. In the sample figure below, the tabs available are “Facility Profiles”, “Tasks”, “Facility Messaging”, “Sponsorship Submissions”, “FCL Packages”, and “More”.
- More Tab:** The “MORE” tab is a dynamic menu of additional pages that will vary by the NISS user’s role and are not available to all users. A sample is provided in the figure below.
- b. **Notification Widgets:** Important updates for external users to be aware of are included in the different widgets on the home page. These widgets will vary depending on priority communications.
- c. **Quick Links:** The Quick Links are links to common functions in NISS and located on the Dashboard. The list of Quick Links presented to the user are specific to the role under which he or she is logged in. For example, an FSO role has different Quick Links than a Sponsor role.
- d. **Dashboard Views:** The list of dashboards listed under “Dashboard Views” vary by role and are intended to help users manage their different tasks and job functions in NISS.





NISS External Home Page section 2:

- e. **Welcome:** The Welcome widget is used to notify internal users of NISS training updates such as new job aids that have become available.

Welcome

**Welcome to the NISS!**

**This dashboard will contain information on deployment and quick links to your content. You may also see additional role-specific dashboards to the right.**

**System Training:** Please take the NISS External User training available in STEPP. The course description is available [here](#). You can also view common function shorts:

**Frequently Asked Questions (v22Apr2019) Posted: [FAQ Link](#)**

- Industry [Knowledge Base User Guide](#) (All Users) **\*\*New\*\* (4 Sep)**
- How to [Switch Between Your Roles](#) (All Users, Also See "Changing Roles in NISS" below)
- How to [Submit a Self Inspection Certification](#) (Security Staff) **\*\*New\*\* (4 Sep)**
- How to [Submit an Initial FCL Package](#) (Security Staff)
- How to [Resubmit an Initial FCL Package](#) (Security Staff)
- How to [Report a Change Condition](#) (Security Staff)
- How to [Archive a Draft Change Condition Package](#) (Security Staff)
- How to [View Your Facility Profile](#) (Security Staff)
- How to [Message Your ISR](#) (Security Staff)
- DCSA [Tailored Security Plan Template](#) (Security Staff) *Please send any questions about the template to [DSS.Transition@mail.mil](mailto:DSS.Transition@mail.mil).*
- How to [Submit an FCL Sponsorship Request](#) (Clearance Sponsors)
- How to [Submit a Facility Clearance Verification Request](#) (Clearance Verifiers)
- DCSA [Facility Clearance Verification User Guide](#) (Clearance Verifiers) **\*\*New\*\* (4 Sep)**

--For more information please visit [the NISS page on the DCSA website](#).

RELEVANT TRAINING RESOURCE(S)

- [Knowledge Base User Guide - Industry\\*](#)
- [Appendix D: NISS Quick Links for External Roles](#)

\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base



## NISS KNOWLEDGE BASE

The Knowledge Base is available to all NISS users and houses all external training resources to assist industry and other external users with using NISS. The job aids posted in the Knowledge Base cover a variety of topics, including how to submit an initial facility clearance request, how to report a change condition, how to send a message to a DCSA representative, how to request a Facility Clearance Verification, and how to sponsor a facility clearance. To access the Knowledge Base, click “Access the External Knowledge Base” from the Quick Links dashboard on the NISS home page then click the “Go to Knowledge Base” button that appears.

As new job aids are added to the Knowledge Base, they are featured on the NISS External Home Page under the “Welcome” section. Beyond job aids, other resources available in the Knowledge Base include NISS overview one-pager, NISS FAQs, KMP and SF-328 resources, and reference links to other DCSA and CDSE training materials.

The Knowledge Base homepage displays different methods of sorting and searching for resources:

- Topics** – clicking on a topic results in a list of resources related to that topic
- Search bar** – entering keywords here allows you to search for resources based on those keywords in the resource title
- Featured Article** (default view) – lists resources that have been featured thus far
- Most Recent** – sorts the list of resources in the order they were added (most recent first) and includes a comprehensive list of all available resources
- Most Popular** – sorts the list of resources in order of popularity (most “Likes” first) and includes a list of resources that have received at least one “like”

The screenshot shows the NISS Knowledge Base interface. At the top, it displays the U.S. Department of Defense, Defense Security Service, and NATIONAL INDUSTRIAL SECURITY SYSTEM. The user is identified as Sarah Ghoneim. The main navigation includes 'SUPPORT HOME' and 'KNOWLEDGE BASE'. A 'New Topic' button is visible. The 'Topics' section (callout 'a') lists various categories like Reference Links, Common Mistakes, and Training Videos. A search bar (callout 'b') is prominently displayed with the text 'Search the Knowledge Base for an answer'. Below the search bar, there are three sorting options: 'Featured Article' (callout 'c'), 'Most Recent' (callout 'd'), and 'Most Popular' (callout 'e'). The main content area displays a grid of resource cards, each with a title and a 'like' count, such as 'NISS Quick Look (0)', 'Reporting a Change Condition (517)', and 'How to Submit a Facility Clearance Verification Request (7)'.



### KEY TAKEAWAYS

- To access the Knowledge Base, click “Access the External Knowledge Base” from the Quick Links dashboard on the NISS home page. Click the “Go to Knowledge Base” button that appears.
- The “Featured Article” view does not include a full list of all available Knowledge Base resources.
- The “Most Recent” view includes a comprehensive list of all available Knowledge Base resources.
- The “Most Popular” view includes a list of resources that have received at least one ‘like.’
- The search function in the Knowledge Base only searches by keywords included in the resource title and does not generate search results based on information within the training documents.

### RELEVANT TRAINING RESOURCE(S)\*

- [Knowledge Base User Guide - Industry](#)

*\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base*



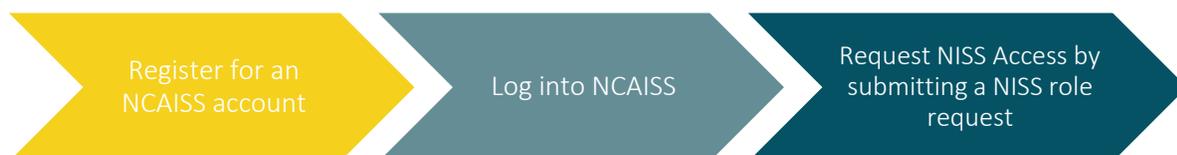
## NISS FEATURES AND FUNCTIONS

### REQUESTING A NISS ACCOUNT

In order for any user to access NISS, a National Industrial Security Program (NISP) Central Access Information Security System, or NCAISS, account must first be created. Instructions on how to register for an NCAISS account are available in this job aid as well on the NCAISS website: <https://ncaiss.dss.mil/dss-cac-login/cert/login>. Once you have registered for an NCAISS account, go to the NCAISS homepage to log into NCAISS and request access to NISS using the following website: <https://ncaiss.dss.mil/>. Users can request multiple NISS roles depending on their job duties but must submit a separate request for each required role in NCAISS. For example, if you are a Facility Clearance Verifier (FCV) who performs Corporate Security Officer duties, you may also request a Corporate Security Officer role. Note that users must have an active PKI for access to NCAISS and NISS.

Government (non-DCSA) and industry NISS account requests are made through NCAISS. All requests for government NISS user roles (Government Contracting Activity (GCA) and Other Government Activity (OGA) roles) are sent to the Facility Clearance Branch (FCB) to review and make a determination to either approve or reject the request. To contact the FCB Knowledge Center, please call (888) 282-7682 and select 'Option 3' for 'Facility Clearance Inquiries.' The FCB Knowledge Center 'Office Hours' are Monday through Friday, 8:00AM – 5:00 PM EST. Industry NISS user requests are sent to the assigned Industrial Security Representative (ISR). When a user's role request is approved, the user receives an email to the email account associated with their NCAISS account. After an account is approved, the next time the user logs into NCAISS, they will see a link for NISS Application under "My Applications." Click "NISS Application" to access the system. Finally, users may request more than one NISS role through NCAISS, depending on their job duties. Submitted account requests expire after 14 days of inactivity. If your account request expires, you will need to re-submit your request. After 45 days of inactivity (15 days after your account is locked), your account will be purged. If so, you will need to re-request your NISS role(s) through NCAISS.

#### Steps to Requesting a NISS Role:



External users can select from the following NISS categories when requesting an account:

- **Security Staff** – Choose "Security Staff" if you are a member of the company's security team. As "Security Staff" member, you will need to enter your CAGE code when requesting an account.
- **Sponsor** – Choose "Sponsor" if you need to sponsor a company for a facility clearance or facility clearance upgrade.
- **Facility Clearance Verifier** – Choose "Facility Clearance Verifier" if you need to determine the facility clearance information for another company.



### CHANGING ROLES IN NISS

Users may have multiple roles, depending on their job duties. To switch between roles, users simply need to click the current role displayed when they log in, which is located in the Quick Links widget on the NISS homepage. For industry users, the CAGE Code associated with the different roles displays next to the role title. For example, an industry role may say “Facility Security Officer (FSO) K2222.”

### KEY TAKEAWAYS

- In order to request a NISS account, you must first establish an NCAISS account.
- You may request more than one NISS role for a given CAGE code, or multiple CAGE codes, through NCAISS, depending on your job duties.
- Industry roles will be approved by the facility’s assigned Industrial Security Representative (ISR).
- Submitted account requests expire after 14 days of inactivity. If your account request expires, you will need to re-submit your request.
- If your role is approved you will see a link for “NISS Application” under “My Applications.”
- After 45 days of inactivity (15 days after your account is locked), your account will be purged. You will need to re-request your NISS role(s) through NCAISS at this time.
- If requesting a “Security Staff” role, you will need to enter a CAGE Code.

### RELEVANT TRAINING RESOURCE(S)

- [How to Request a NISS Account as an External User](#)
- [How to Change Your NISS Role\\*](#)

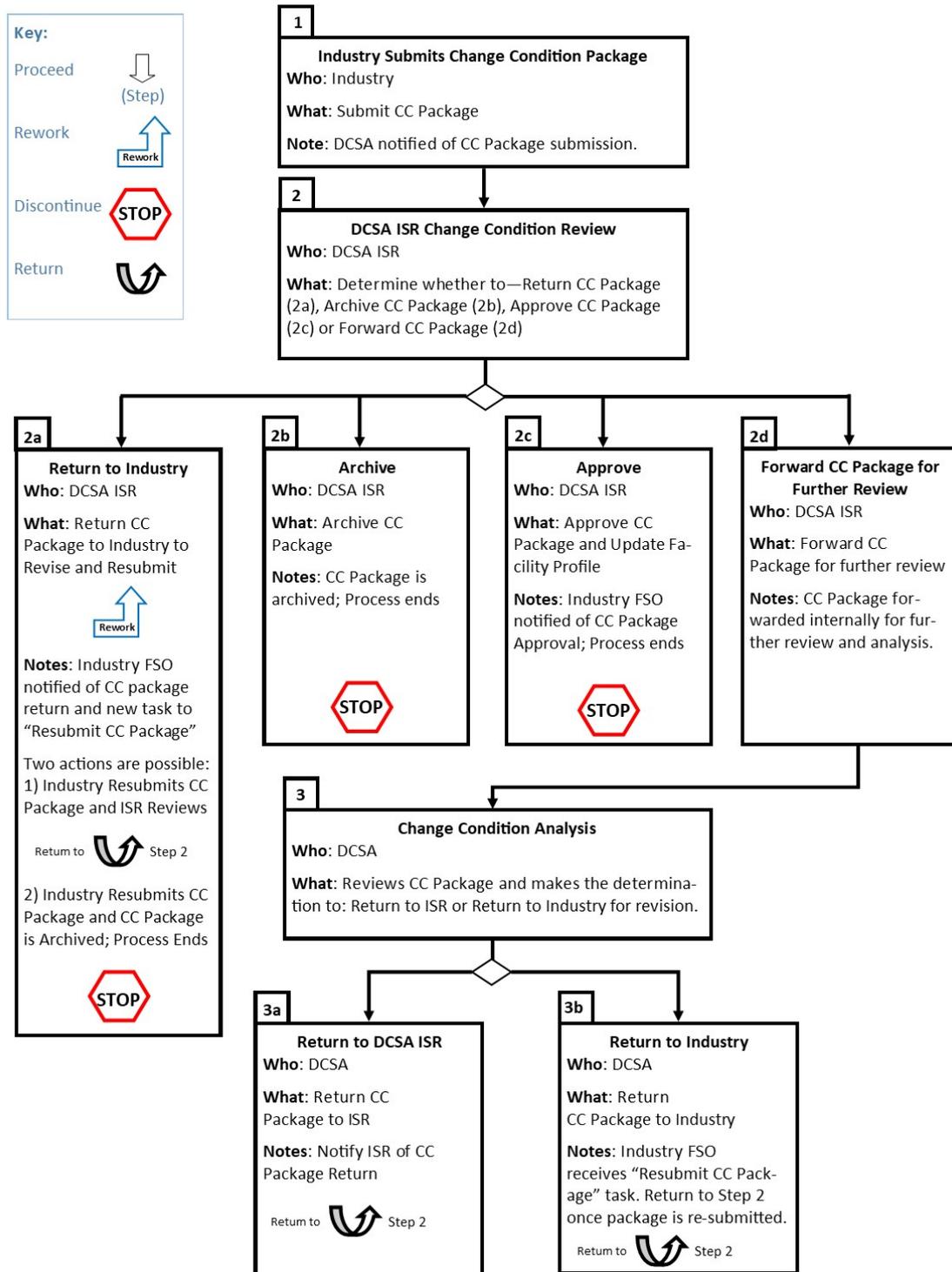
*\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base*



# CHANGE CONDITION REPORTING

In accordance with paragraph 1-302g of the National Industrial Security Program Operating Manual (NISPOM), cleared contractors are required to report certain changes affecting the facility clearance (FCL) to DCSA. These changes can involve one or more but not limited to the following: a change in Ownership, Legal Structure, Operating Name, Address, Key Management Personnel (KMP), or Foreign Ownership, Control or Influence (FOCI). Change Conditions at a cleared facility may affect the facility’s FCL eligibility. See the Change Condition Process Workflow below for an overview of the change condition process in NISS.

## CHANGE CONDITION PROCESS WORKFLOW





### KEY TAKEAWAYS

- The system does not allow for more than one change condition package to be in process at a time. Additional change condition packages can be reported once the package being processed has been closed. To check if there is a change condition package open, you can click the Quick Link “View My Open Changed Conditions”.
- Additional tabs in a Change Condition Package generate based on your responses to the Change Condition questionnaire, such as the “SF-328” tab for a change in address or “KMP” tab for a change in KMP.
- If your change condition results in any changes to your existing SF-328, including name or address changes, you must submit an updated SF-328 as part of the change condition package.
- The KMP records marked “Current” are the official record according to DCSA and those records can only be modified by DCSA personnel. A change condition request will need to be submitted to make any changes to “Current” KMP records. However, Industry has the ability to modify “Awaiting Approval” records when submitting a change condition package.
- While you have an open change condition package, you will see both the original and the potential/revised entries together in your KMP List on the facility profile, with the potential/revised entries being preceded by “Awaiting Approval.” This will occur even if you don’t submit the package.
- To remove a package from NISS, you will need to submit the package with a request to archive.

#### RELEVANT TRAINING RESOURCE(S)\*

- [External – Reporting a Change Condition](#)
- [How to Archive/Remove a Facility Clearance \(FCL\) Change Condition Package](#)

\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base



### FACILITY PROFILE UPDATE

The Facility Profile Update capability allows NISS Industry users to propose edits to limited sections of the Facility Profile data separate from a change condition request to the Defense Counterintelligence and Security Agency (DCSA). Historically, this data has been managed by DCSA personnel. However, in an effort to promote ease of reporting and accuracy in facility profile information, this NISS capability has been extended to Industry users. Facility profile information that can be edited in NISS by Industry users includes, but is not limited to: new contracts, business information, and contact information. Facility Profile fields that require change condition reporting cannot be updated by Industry users such as facility name, KMP names, company address, and other data, per [NISPOM requirements](#). Please note that only one draft Facility Profile update request can be open at a time.

The following user roles will have the ability to propose updates to eligible fields within the Facility Profile associated with their CAGE Code(s): Facility Security Officer (FSO), Assistant Facility Security Officer (AFSO), Other Security Staff, and Corporate Security Officer. Email notifications are sent out to notify the assigned ISR when industry submits a Facility Profile Update Request. Once the proposed updates have been submitted, the Industrial Security Representative (IS Rep) will review the updated information and make a determination to either accept or reject these changes. Industry users will be notified by email when the assigned ISR makes a determination on the request. Updates that have been accepted will appear in the Facility Profile. Any rejected changes and rationale will be included in an email notification.

### KEY TAKEAWAYS

- FSO, AFSO, Other Security Staff, and Corporate Security Officer have the ability to submit a Facility Profile Update Request. External users can request updates to their Facility Profile via the designated Quick Link or via their Facility Profile.
- Facility Profile fields that require change condition reporting cannot be updated by Industry users such as facility name, KMP names, company address, and other data, per NISPOM requirements.
- Email notifications are sent out to notify the assigned ISR when industry submits a Facility Profile Update Request and to notify industry when the assigned ISR makes a determination on the request.
- The ISR has the option to partially approve a request where some of the changes are approved and others are rejected. Updates that have been accepted will appear in the Facility Profile. Any rejected changes will be identified in an email notification, along with the reason for rejection.

#### RELEVANT TRAINING RESOURCE(S)\*

- [Facility Update Request - Industry](#)

\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base

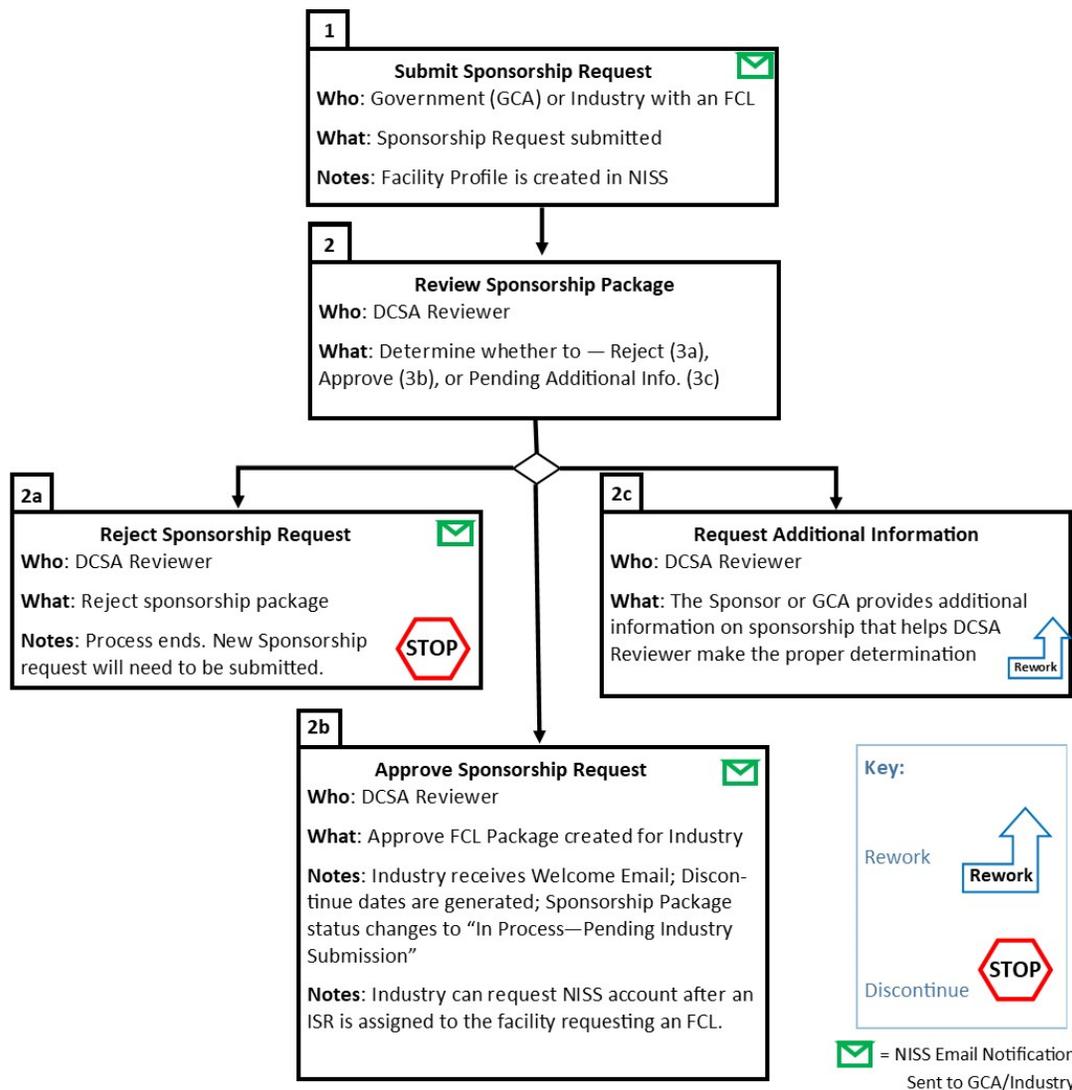


### SPONSORSHIP SUBMISSION

To be considered for a facility clearance (FCL), a facility must first have an approved sponsorship request from a Government Contracting Activity (GCA) or by another cleared contractor that is procuring services requiring access to classified information from the uncleared contracting company. The sponsorship request is submitted by either a Sponsor GCA or Sponsor Industry user in NISS and evaluated to confirm that the contracting facility 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 Sponsor submits a sponsorship request in NISS, a Facility Profile is automatically created. When a sponsorship request is submitted, the DCSA reviewer can select to approve or reject the request, or request additional information from the Sponsor to make a final determination. If a request is rejected, the Sponsor will need to submit a new sponsorship request. See process flow below for more information. Once your sponsorship is approved, the initial FCL process is started in NISS.

### SPONSORSHIP SUBMISSION PROCESS FLOW





### KEY TAKEAWAYS

- To be considered for an FCL, a facility must first have an approved sponsorship request from a Government Contracting Activity (GCA) or by another cleared contractor that is procuring services requiring access to classified information from the uncleared contracting company.
- The sponsorship request is evaluated to confirm that the contracting facility has a legitimate need to access classified information in the performance of work on a classified contract.
- Once a Sponsor submits a sponsorship request in NISS, a Facility Profile is automatically created.
- If a sponsorship package is rejected, the FCL process stops and resubmission is required.
- Once your sponsorship is approved, the initial FCL process is started in NISS.

### RELEVANT TRAINING RESOURCE(S)\*

- [Submitting a Sponsorship Request](#)

*\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base*



## INITIAL FACILITY CLEARANCE (FCL)

A facility security clearance, or FCL, is an administrative determination that from a national security standpoint, a facility is eligible for access to classified information of a certain classification level, and all lower levels. In order to obtain an FCL, a company must meet the eligibility requirements listed in NISPOM 2-102, and meet personnel security clearance requirements for certain Key Management Personnel (KMP). The Defense Counterintelligence & Security Agency (DCSA) grants FCLs through a process that involves evaluating a contractor's company and facility in detail. There are five main areas that are evaluated to determine if an FCL can be issued:

1. Sponsorship
2. Execution of the Security Agreement, or DD Form 441
3. The company's business structure
4. The company's Key Management Personnel (KMP)
5. Any Foreign, Ownership, Control or Influence (FOCI) factors that would affect the contractor

### Facility Clearance Branch:

Within DCSA, under Industrial Security Field Operations, the Facility Clearance Branch (FCB) oversees the issuance of FCLs and monitors the maintenance of those clearances. The FCB employs security specialists who monitor facility security clearances for multiple contractors.

### Sponsorship:

To be considered for an 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).

**Once your sponsorship is approved, an initial FCL can be requested in the NISS.**

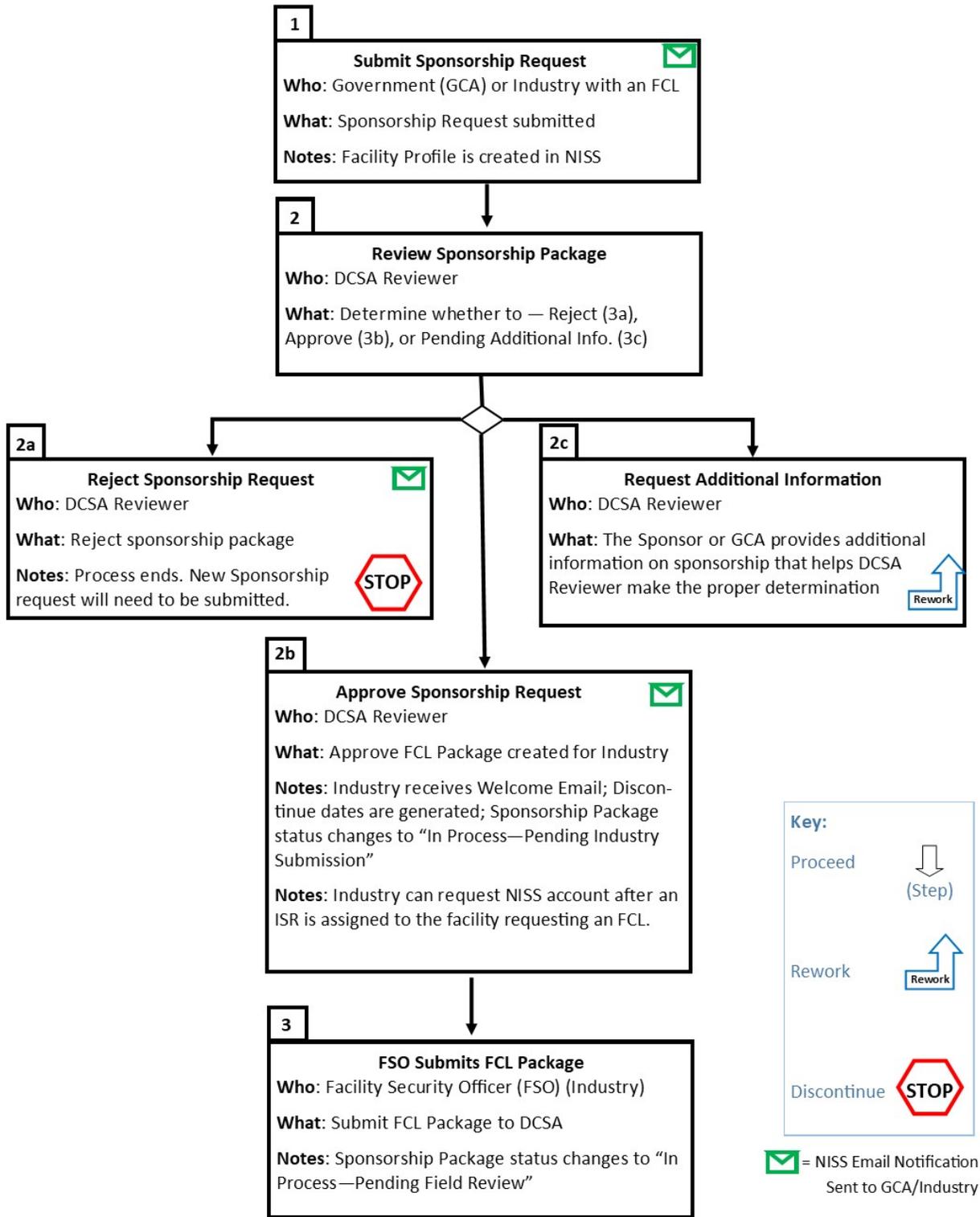
### National Industrial Security System (NISS):

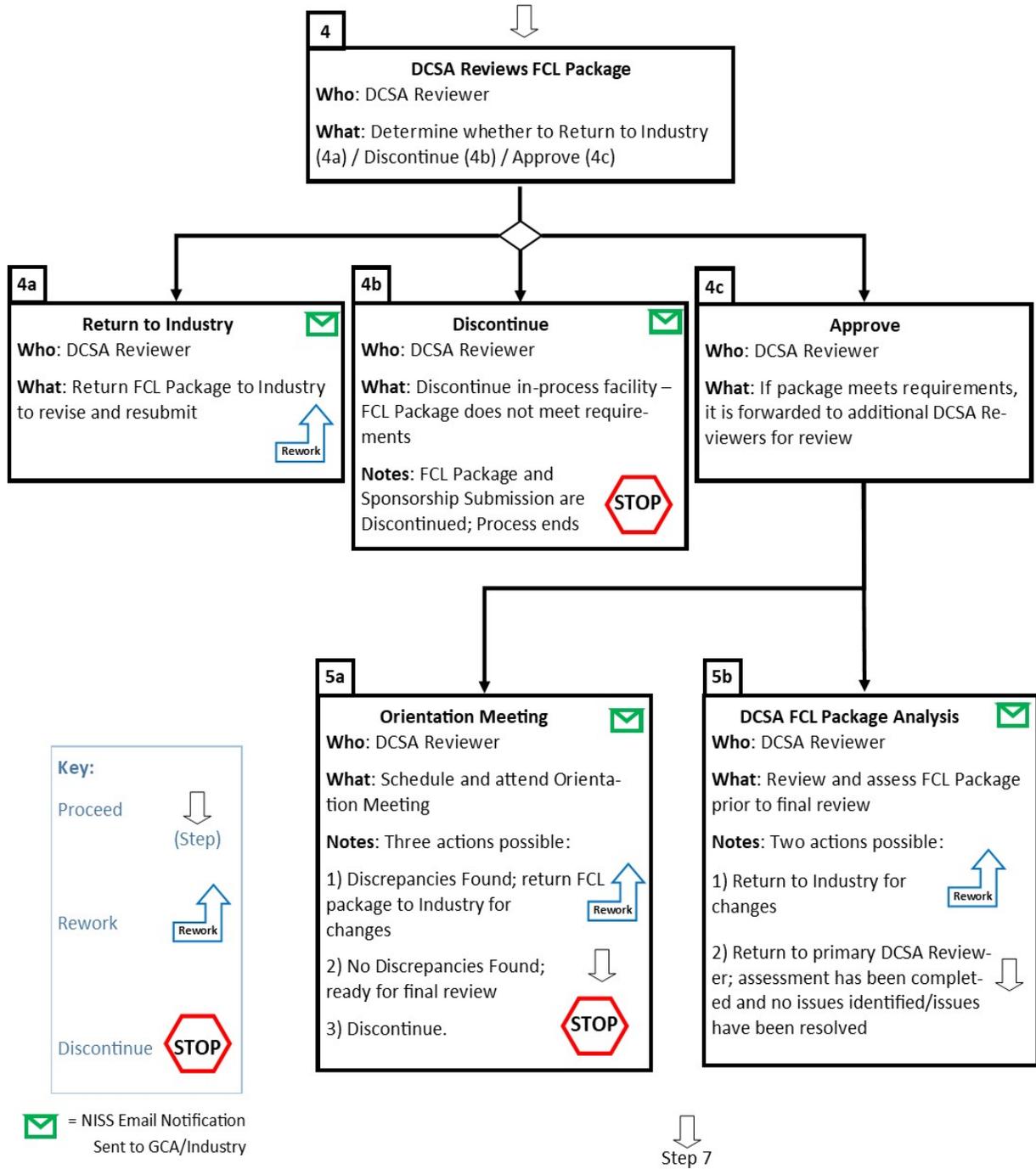
FCL information is collected, tracked, and maintained electronically using a variety of information systems, databases, and secure websites. Information pertaining to contractor facility security clearances is managed using the National Industrial Security System (NISS) for which these resources can be used as a reference.

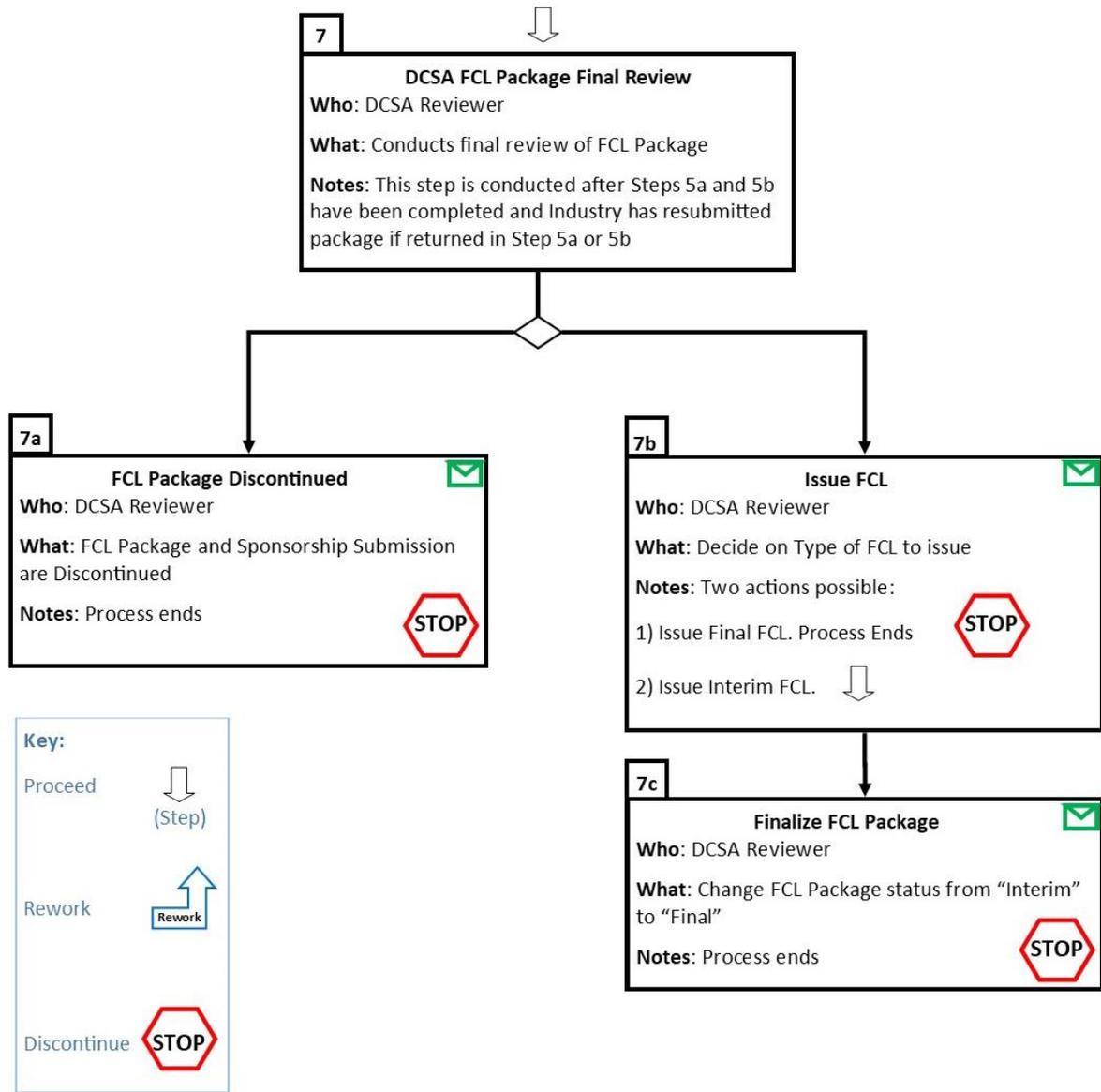
For more information on the overall initial FCL process, see the [Initial FCL Process Workflow](#) below.



### INITIAL FCL PROCESS WORKFLOW







✓ = NISS Email Notification Sent to GCA/Industry



### KEY TAKEAWAYS

- Once a Sponsor submits a sponsorship request in NISS, a facility profile is automatically created for that CAGE code and an initial FCL can be requested in the NISS.
- If the sponsorship is approved, the listed FSO will receive a welcome email with guidance on how to create a NISS account. In order to submit your required documentation and forms, you will be required to register for an account in the NISS. Required documents and KMP who are required to be cleared vary depending on the company's business structure.
- After reviewing the FCL Orientation Handbook and Presentation you will be asked to upload the required documentations and forms in NISS, submit essential Key Management Personnel (KMP) electronic questionnaire for investigations processing (e-QIP), and submit KMP fingerprints.
- An FCL Package can be returned back to Industry for additional information at different points in the initial FCL process; for example after a package has been initially verified by DCSA, as an outcome of the FCL Orientation Meeting, or in certain cases, as an outcome of Business Analysis Unit (BAU) review.
- During the final review of an FCL package, a DCSA Reviewer can issue one of two types of FCLs, either an Interim FCL or a Final FCL. If an Interim FCL is issued, a DCSA Reviewer will need to conduct an additional review and change the FCL package's status from "Interim" to "Final."

### RELEVANT TRAINING RESOURCE(S)\*

- [Initial Facility Clearance \(FCL\) Package Process - Industry](#)
- [How to Resubmit Your Initial FCL Package](#)

\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base



### FACILITY CLEARANCE VERIFICATION (FCV)

The Facility Clearance Verification (FCV) function in NISS allows users to submit and view facility verification requests when logged in as either a Government or Industry Facility Clearance Verifier (FCV) role. Unlike Government and Industry FCV roles, Security Staff ((Facility Security Officer (FSO), Assistant Facility Security Officer (AFSO), and Other Security Staff roles)) are not able to generate a FCV report for a CAGE code they are not associated with in NISS. A NISS enhancement has expanded this functionality to the FSO, AFSO, and Other Security Staff roles to generate a FCV report for the facility you are currently logged in as.

An FCL notification includes the following information: CAGE Code, Facility Name, Physical Location, Classified Mailing Address, Classified Hardware Mailing Address, Classified Overnight Address, Facility Clearance Status/Level, Status Date, Document Safeguarding Level, Authorized Access to, FCL Limitations, Special Limitation Notes, Facility Security Officer, Facility Security Officer Phone Number, DSS Field Office, and DSS Field Office Phone Number. .

FCL Verification Requests are only to be used for verification of safeguarding capability prior to transmitting classified information and/or to verify FCL status prior to disclosing classified information. To submit a FCV, click “Submit Facility Verification Request” from the NISS Quick Links dashboard. Users can specify if their request is a one-time request or an ongoing request. For one time requests, users will not be notified if there are any changes to their facility clearance information. For ongoing requests, users will be notified whenever facility clearance information is changed. The “Submit Clearance Verification” functionality can only be run for CAGE codes with an FCL status of Active, Interim, or Invalidated. Facilities with None, In-Process, Revoked, or Terminated status cannot return a clearance verification.

### KEY TAKEAWAYS

- Credentials for running an FCV CAGE codes must have an FCL status of Active, Interim, or Invalidated. Facilities with None, In Process Revoked, or Terminated status cannot access a clearance verification.
- An FCL notification includes the following information: CAGE Code, Facility Name, Physical Location, Classified Mailing Address, Classified Hardware Mailing Address, Classified Overnight Address, Facility Clearance Status/Level, Status Date, Document Safeguarding Level, Authorized Access to, FCL Limitations, Special Limitation Notes, Facility Security Officer, Facility Security Officer Phone Number, DSS Field Office, and DSS Field Office Phone Number.
- To submit a FCV, click “Submit Facility Verification Request” from the NISS Quick Links dashboard.
- Users can specify if their request is a one-time request or an ongoing request. For one time requests, users will not be notified if there are any changes to their facility clearance information. For ongoing requests, users will be notified whenever facility clearance information is changed.
- To view Facility Verification Requests (FVR) notifications, click “View My FVR Notifications” from the NISS Quick Links dashboard to see if there have been any changes to a FCL’s status.



RELEVANT TRAINING RESOURCE(S)\*

- [Facility Clearance Verification \(FCV\) User Guide - Industry](#)

\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base



## MESSAGING IN NISS

The “Messaging” function in NISS allows users to send information and transmit files to their assigned DCSA Industrial Security Representative (ISR) through encrypted means. Users can utilize the messaging function for general inquiries, to report a security violation, to submit a FOCl Annual Certification, etc. Since all messages in the NISS application are automatically encrypted, using the messaging function is the most secure way to send sensitive information such as personally identifiable information (PII). However, only unclassified information should be entered into the system. Another benefit of using the messaging feature is that messages are automatically saved to the Facility Profile. Therefore, a history of messages can be accessed by DCSA and Industry rather than messages being scattered across personal email boxes. When reviewing your message “inbox”, note that if the status or reply status of a message is “Unread”, then it has not yet been viewed by DCSA; and if the message status is “Read”, then DCSA has viewed the message. Upon receiving a message in NISS, users are notified via an email alert to log into the application to view a message.

To access the “New Facility Messaging” feature displayed in the image below, navigate to the NISS Homepage then select “Message My ISR” from your Quick Links. The message form includes the following elements:

1. **Sender’s Full Name, Sender Role, and Facility Profile** - appear as pre-populated read-only fields.
2. **The Date Sent** - is blank because the message has not been sent yet; the date will populate to the current date and time after clicking the “Send Message” button.
3. **Message Type** - is similar to an email subject line; select from one of the options listed.
4. **Message** - enter your message content in the “Message” text box.
5. **Status** - is automatically populated; when a message has not yet been sent, the status field defaults to “Message Not Sent.”
6. **+ Select a File** – these buttons can be used to attach a file

The screenshot shows the 'New Facility Messaging' form with the following elements and callouts:

- 1**: Callout pointing to the 'Sender Full Name' field, which is pre-populated with 'John Doe'.
- 2**: Callout pointing to the 'Date Sent' field, which is currently blank.
- 3**: Callout pointing to the 'Message Type' dropdown menu, which is currently set to 'General'.
- 4**: Callout pointing to the 'Message' text area, which is currently empty.
- 5**: Callout pointing to the 'Status' dropdown menu, which is currently set to 'Message Not Sent'.
- 6**: Callout pointing to the '+ Select a File' button for Attachment 1.

Other visible fields include 'Sender Role' (Facility Security Officer (FSO)), 'Facility Profile' (K88888 - Test Facility), and five additional attachment slots (Attachment 2 through Attachment 5), each with a '+ Select a File' button. At the bottom right, there are 'Send Message' and 'Cancel' buttons.



### KEY TAKEAWAYS

- Users can utilize the messaging function for general inquiries, submitting a security baseline, reporting a security violation, submitting FOCI Annual Certification, etc.
- All data within NISS is encrypted to include messaging. Using the messaging function is a more secure way to send unclassified sensitive information such as PII.
- All messages are automatically saved to the Facility Profile for easy reference.
- Users can only send a message to their Industrial Security Representative (ISR).
- Up to five attachments can be added to a single a message.
- If the status of a message is “Unread”, then it has not yet been viewed by DCSA. If the message status is “Read”, then DCSA has viewed the message. This also applies to “Reply Status”, in which “Reply Unread” means there is at least one reply in the message chain that has not been read, either by you or DCSA, while “All Replies Read” means all messages have been read by all parties.

### RELEVANT TRAINING RESOURCE(S)\*

- [Messaging in NISS - Industry](#)

\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base



## ANNUAL SELF-INSPECTION CERTIFICATION

The National Industrial Security Program Operating Manual (NISPOM) requires all participants in the National Industrial Security Program (NISP) to conduct their own self-inspections including an insider threat self-assessment on an annual basis. Self-inspections provide insight into a cleared facility's security program and is an opportunity for facilities to look at the security procedures established at their company and validate that they not only meet NISPOM requirements, but are also being implemented by their cleared employees. According to the NISPOM 1-207b, the annual review of a facility's security program must address:

1. These self-inspections will be related to the activity, information, information systems (ISs), and conditions of the overall security program, to include the insider threat program; have sufficient scope, depth, and frequency; and management support in execution and remedy.
2. The contractor will prepare a formal report describing the self-inspection, its findings, and resolution of issues found. The contractor will retain the formal report for the Cognizant Security Authority (CSA) review through the next CSA inspection.
3. A senior management official at the cleared facility will certify to the CSA, in writing on an annual basis, that a self-inspection has been conducted, that senior management has been briefed on the results, that appropriate corrective action has been taken, and that management fully supports the security program at the cleared facility.
4. Self-inspections by contractors will include the review of representative samples of the contractor's derivative classification actions, as applicable.

Prior to submitting a self-inspection certification using NISS, you must have already prepared a formal report which describes the self-inspection methods, its findings, and any resolution of issues found; and furthermore you must have briefed senior management on these results. Once you have satisfied the self-inspection requirements above, use NISS to submit a self-inspection certification to DCSA. A link to the Self-Inspection Handbook is included at the top of the "New Self-Inspection" window for additional information on the process. Past self-inspection submissions can be viewed in NISS.

### KEY TAKEAWAYS

- Per the NISPOM, all participants in the NISP must conduct their own self-inspections annually (including an insider threat self-assessment), to assess their facility's security program.
- Prior to submitting a self-inspection certification using NISS, you must have already prepared a formal report which describes the self-inspection methods, its findings, and any resolution of issues found. Furthermore, you must have briefed senior management on these results.
- A link to the Self-Inspection Handbook is included at the top of the "New Self-Inspection" window for additional information on the process.

### RELEVANT TRAINING RESOURCE(S)\*

- [Submitting Annual Self-Inspection Certification](#)

\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base



### PERSONNEL SECURITY INVESTIGATION (PSI) SURVEY

Industry users must complete an annual Personnel Security Investigation (PSI) survey so the agency can properly collect contractor clearance data of its cleared defense industry personnel and ensure availability of funding to meet the need for Industry PSIs. The PSI survey is required to be completed on an annual basis and is only available in NISS for a month, typically throughout the month of March. The Survey can be submitted in NISS by the following users: Facility Security Officer (FSO), Assistant Facility Security Officer (AFSO), Key Management Personnel (KMP), or Other Security Staff.

#### KEY TAKEAWAYS

- To complete a new PSI survey or to continue with a previously opened PSI survey, click “Start a New PSI Survey” from the Quick Links dashboard on the NISS home page.
- There are three different “PSI Submission Types” to choose from within the PSI survey:
  - Single Submission – *“I am submitting data only for my facility’s CAGE code.”*
  - Consolidated Submission – *“I am submitting a response for at least two facility CAGE codes.”*
  - No Submission – *“I will not be requiring any initial or periodic investigations in Fiscal Year 2020, 2021, or 2020.”*
- There are three different “Agency Types” to choose from within the PSI survey:
  - Only DoD contracts/activities.
  - Only Non-DoD contracts/activities.
  - Both DoD and Non-DoD contracts/activities.
- Based on the “Agency Type” selected, either the “DoD Estimated Projections,” “Non-DoD Estimates Projections,” or both tabs will be visible within the PSI survey to be completed.

#### RELEVANT TRAINING RESOURCE(S)\*

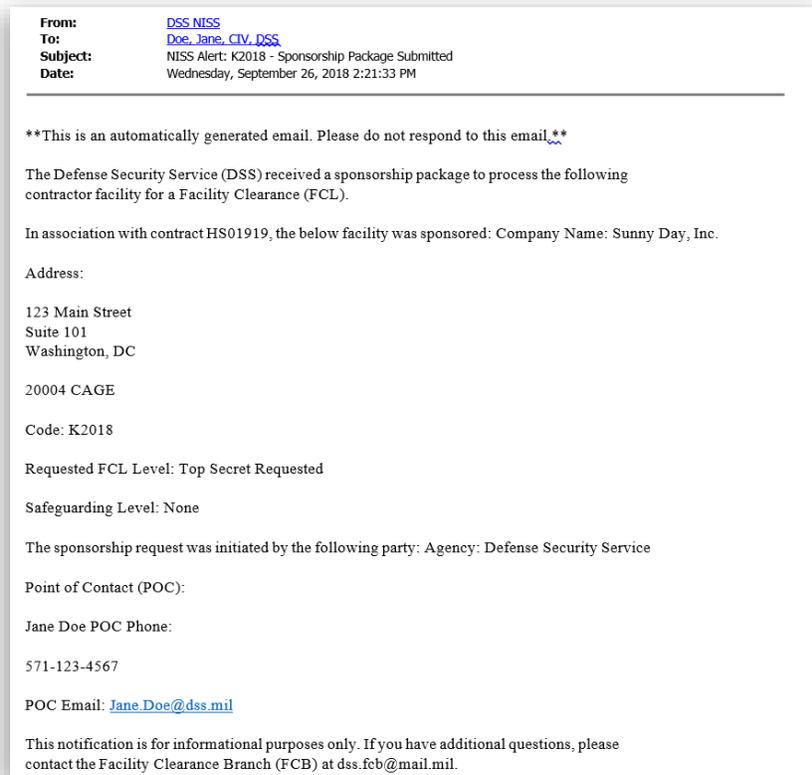
- [PSI Survey Instructions](#)

\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base



## APPENDIX A: EMAIL NOTIFICATIONS

Users receive email notifications for a variety of actions and functions in NISS including alerts to notify users of a new task (most common email alert) during FCL and change condition package reviews, new message receipt, facility verification requests, and FCL discontinuation and/or termination notifications; see examples below:



*Email Notification 1: Sponsorship Package Submitted*



## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

**From:** [DSS NISS](#)  
**To:** [Doe, Jane, CIV, DSS](#)  
**Subject:** NISS Alert: K2018 Action Required – FCL Package  
**Date:** Wednesday, September 26, 2018 3:04:32 PM

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\*\*This is an automatically generated email. Please do not respond to this email.\*\* K2018  
Sunny Day, Inc.

DSS identified one or more issues with the FCL Package. Please log into the National Industrial Security System (NISS) to review the discrepancies and make appropriate corrections. If you require additional assistance, contact your assigned Industrial Security Representative.

This notification is for informational purposes only. If you have additional questions, please contact your DSS Industrial Security Representative or the Help Desk at (888)282-7682.

Defense Security Service: [www.dss.mil](http://www.dss.mil)

\*\*This is an automatically generated email. Please do not respond to this email.\*\*

*Email Notification 2: A New Task Received in NISS for FCL Submission*

**From:** [DSS NISS](#)  
**To:** [Doe, Jane, CIV, DSS](#)  
**Subject:** NISS Alert: K2018 Status Change - FCL Level  
**Date:** Wednesday, September 26, 2018 3:11:34 PM

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\*\*This is an automatically generated email. Please do not respond to this email.\*\* K2018  
Sunny Day, Inc.

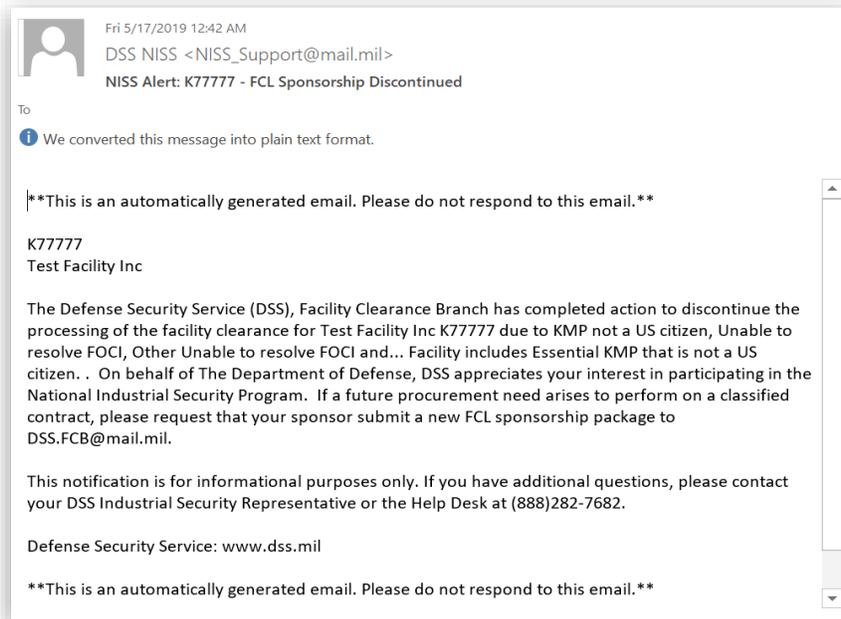
The FCL Level for the subject facility was updated. Please log in to the National Industrial Security System (NISS) for additional information.

This email is for informational purposes only. If you have additional questions, please contact your DSS Industrial Security Representative or the Help Desk at (888)282-7682.

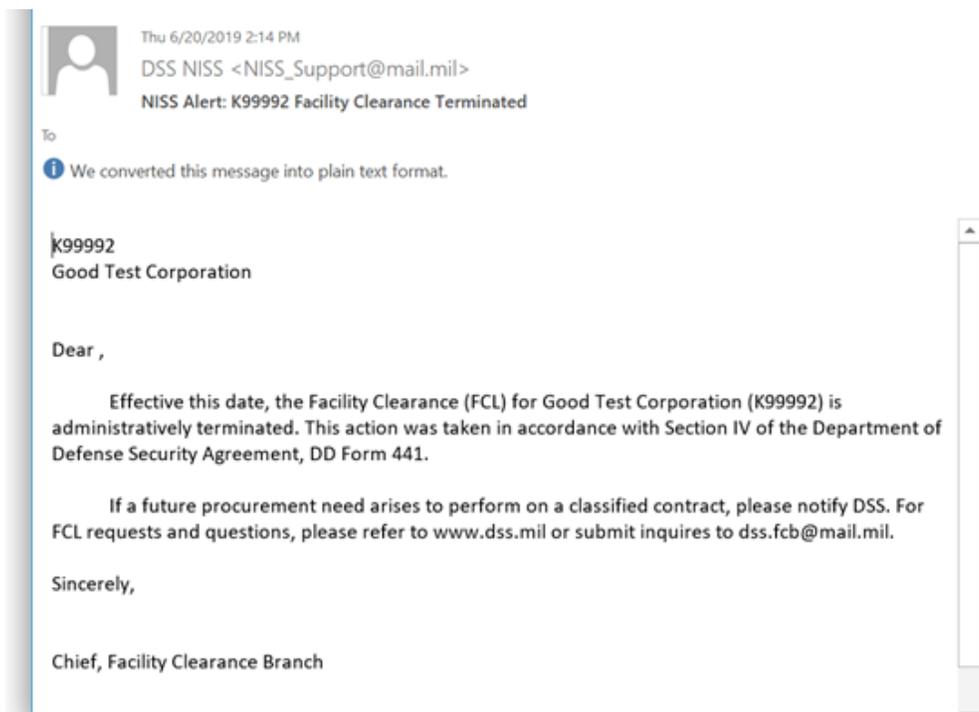
Defense Security Service: [www.dss.mil](http://www.dss.mil)

\*\*This is an automatically generated email. Please do not respond to this email.\*\*

*Email Notification 3: FCL Approval or FCL Level Change*



Email Notification 4: FCL Sponsorship Discontinuation



Email Notification 5: Facility Clearance Termination



## APPENDIX B: FREQUENTLY ASKED QUESTIONS (FAQS)

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### REGISTRATION

**Q: How do I request a NISS account?**

A: First, you must establish an NCAISS account (<https://www.dss.mil/is/ncaiss/>). After you establish your NCAISS account, you will request your NISS account through NCAISS. A SAR form is not required. For a video tutorial on how to request your NISS account, visit the NISS webpage at <https://www.dss.mil/is/niss/> and find the “Registration” section.

If your position requires you to perform multiple duties (for example, sponsoring a company for a facility clearance and performing Facility Security Officer (FSO) duties), you will need to request each role separately. (Note: The “Facility Security Officer (FSO)” role does not include functionality contained in the “Sponsor Industry” and Facility Clearance Verifier “FCV Industry” roles. Those roles will need to be requested separately.) Each role requested is evaluated by an account approver. Industry roles are processed by the assigned DCSA Industrial Security Representative. Government roles are processed by DCSA HQ.

Submitted account requests expire after 14 days of inactivity. If your account request expires, you will need to re-submit your request.

**Q: Can I request multiple NISS roles?**

A: Yes. You must submit separate NISS requests in NCAISS for each required role. For example, if an Industry member is the FSO at a facility but also needs to sponsor a company for a facility clearance, the user must register for the “Facility Security Officer (FSO)” and “Sponsor Industry” roles. DCSA Industrial Security Representatives are responsible for properly vetting Industry members and approving only the roles that they need to conduct official business. For example, if there is no need for an Industry member to conduct facility clearance verifications, the Facility Clearance Verifier “FCV Industry” role should not be requested.

**Q: How are Industry accounts approved?**

A: Industry NISS account requests are sent to the assigned DCSA Industrial Security Representative for processing. After your request is approved or rejected, you will receive an email. If your request was rejected, a rejection reason will be included in the email.

**Q: How are Government accounts approved?**

A: Government NISS account requests are sent to DCSA HQ for processing. After your request is approved or rejected, you will receive an email. If your request was rejected, a rejection reason will be included in the email.



**Q: What if when registering for my NISS account in NCAISS I am not seeing the proper NISS role choices for my required job duties?**

A: Log into NCAISS, click “My Information” on the left side, then click “Edit” on the top right corner. If you are an Industry user, ensure your email ends in .com, .net, .edu, .org, or other commercial domain. If you are a Government user, ensure your email address ends in .gov or .mil. Also, make sure that the box “By checking this box, I confirm that I am a DSS internal user.” is NOT checked as any request with that checked will be rejected. Click “Update” to save your changes. Return to the main NCAISS page, select “Create/Modify Requests” and then the “Request/Manage NISS Access” link. Proper roles will appear in the drop-down list.

**Q: How do I check the status of my NISS account request?**

A: Log into NCAISS. On the left bar, click “Track Requests.” Search for your requests using the search options. You can double click within the results to see the status of the request and who is the assigned Approver.

**Q: I received an email that my NISS account request expired. What does that mean?**

A: Your NISS account request must be reviewed and processed within 14 days or it will expire due to inactivity. Please re-submit your request. For Industry members, please contact your ISR to confirm they have received your request.

**Q: What if my ISR is on extended leave, will someone else be able to process my request?**

A: There is a function within NCAISS that allows the ISR to delegate requests to another person if they are on extended leave.

**Q: What if I am having issues with my NCAISS account or NCAISS password?**

A: Call the Knowledge Center at 1-888-282-7682 and choose Option 2, then Option 2.

**Q: How will Excluded Parents (XP) register for NISS accounts?**

A: Industry personnel at XP’s will not be able to register for NISS accounts under the XP CAGE code. In general, key data regarding the XP is provided to DCSA by the highest cleared contractor. Please contact the assigned ISR for any additional questions.

**Q: Can I register for multiple NCAISS accounts?**

A: It is up to your companies' policies whether you require multiple NCAISS accounts for each CAGE code, or whether you can have NISS roles for multiple CAGE codes under one NCAISS account. There are two options available:

1. You may register for one NCAISS account, and then register for all necessary NISS accounts under that NCAISS account. NOTE: The user can request multiple roles for multiple CAGE codes under



one NCAISS account. The user submits separate NISS requests for each necessary role/CAGE code.

2. You may register for multiple NCAISS accounts, assuming that you have multiple tokens/PKI and multiple email addresses for each CAGE code. NOTE: From each unique NCAISS account, the user can register for the appropriate NISS account(s).

### NAVIGATING THE SYSTEM

#### **Q: If I have multiple roles in NISS, how do I change roles in NISS?**

A: You are able to change roles from your dashboard when you log into NISS. Right above the numbered Quick Links, there is a link that says “Click to change roles.” Click the link and you will be presented with your approved roles. Select the desired role. Click “Select User Team/CAGE.” The page will refresh and you will have the new role’s functionality displayed on the Quick Links. There is a job aid available in the NISS Knowledge Base that explains how to change roles within the system.

#### **Q: Does NISS send me emails?**

A: Yes, NISS sends emails to notify you of your required action or for other applicable informational purposes.

#### **Q: Why is the system slow?**

A: We are aware of significant latency issues and are working diligently to resolve them. Since launch, DCSA has deployed several improvements to address the system latency concern and improve system response time. DCSA did not want to delay the deployment of the system, in an effort to provide enhanced features with the NISS and move away from ISFD and e-FCL. The NISS team is focusing on reducing the time it takes to perform common functions.

#### **Q: Did the e-FCL packages migrate to NISS?**

A: e-FCL packages migrated to NISS but are only available for DCSA users at this time. If you need to create a new Change Condition, please click the “Report Change Conditions” link from the NISS dashboard. For all NISS submitted Initial or Change Condition packages you will have full access to the information in that package and be able to track it. If you need to close out an e-FCL package that was pending during the data migration to NISS, please work directly with your ISR to close the package. You can use the NISS Messaging feature to exchange messages and documents.

#### **Q: How do I print?**

A: Application-based print functions are not available in the NISS. However, you can always print from the native browser. Printing information from NISS is discouraged because users should use NISS as the system of record to validate information and not a printout version of data from the system. The data may become outdated immediately after printing.



### **Q: How do I search for a government office locations?**

A: DCSA does not keep a record of government office locations. If you are looking for a specific DCSA office please go to the following link: <https://www.dss.mil/ma/ctp/io/fo/locations/>

### **Q: How do I delete an FCL Change Condition package?**

A: Unlike e-FCL, Industry does not have the ability to remove packages from NISS. You will need to submit the package with a request to archive. To request a package to be archived, complete the following steps:

1. From the Dashboard, click on "8. View My Change Condition Packages." On the new window click the view selection "(External) My Open Change Conditions" on the right side of the window.
2. Open the package to be archived. NOTE: You can only request packages for archive that are in a "Draft" or "Re-submit" status.
3. Navigate to the "Industry-DSS Package Comments" tab.
4. Update "Package Summary/Comments for DSS" comment box with a request to remove the package and include your reason. For example: "Please archive this package. There is nothing to report. This package was created in error."
5. Click on the "Submit" button located in the lower right of the window.

Once the ISR has archived the package, the system will send you a system email notification. To verify the archive status, go to your Dashboard, select "8. View My Change Condition Packages", and click on "(External) My Closed Packages." The system will display all completed packages with the FCL Package Status. A job aid is available from the NISS dashboard and also within the NISS Knowledge Base to explain this function.

### **Q: How do I upload my DD254 or other documentation?**

A: Any files you want to provide your ISR (other than those associated with an Initial FCL Package or FCL Change Condition) may be sent with the in-system "Message My ISR" messaging functionality found on your Dashboard's Quick Links to upload documents and send to your Industrial Security Representative.

### **Q: How do I re-submit my Change Condition package?**

A: To resubmit your change condition package, log into NISS. On the dashboard, click View My Tasks. On the right bar, click "(External) Security Staff Tasks". Find the open task called "Resubmit CC Package." Click the record to open it (do not click the check box on the far left side). When the task page opens, click Actions on the right bar, and then Complete. You will be presented with the package. Make your edits here and click Complete to submit the package.

**Common Tip:** Sometimes a pop up window will appear on an alternate screen. Look at all screens for "Saved Successfully" type notifications.



### SUBMIT MY INITIAL FCL PACKAGE

#### Q: I'm a new company in the NISP. How do I submit my FCL Package?

A: On the NISS Dashboard, click the link called "Submit My FCL Package." When the page loads, click the "My Open Initial FCL Packages" link on the right side. Find your record and click once to open it. (Do not click the check box on the left column.) Click through the gray tabs at the top (Basic Information, SF-328, etc.) to complete all required fields and upload all required documentation. When you are finished, click the blue "Submit" button and wait until the page refreshes and you see the message "Your FCL Package has been submitted." Please note: this may take several minutes to submit.

#### Q: My FCL package was returned to me by DCSA. How do I make updates to the package and re-submit?

A: On the NISS Dashboard, click the link called "Submit My FCL Package." When the page loads, click the "My Open Initial FCL Packages" link on the right side. Find your record and click once to open it. Click through the gray tabs at the top (Basic Information, SF-328, etc.) and make your required updates.

When you are finished, click the blue "Submit" button and wait until the page refreshes and you see the message "Your FCL Package has been submitted."

**Common Tip:** After saving the FCL package, you must wait for the page to refresh until you see a "Saved Successfully" pop up window. When the "Saved Successfully" pop up appears, you know your changes have been saved. Close the pop up window to continue making changes or Submit the package.

### FACILITY PROFILES

#### Q: How do I view my facility profile?

A: To view your facility profile, please ensure you are currently logged in as a Security Staff role (i.e. FSO, AFSSO, etc.) for the associated CAGE code you are attempting to view. Click "View My Facility Profile" from the Quick Links. Note: Please make sure you are not on the "All Records" view on the right side of the page. You must click the label on the right bar that says "(External) My Facilities". You may also click the drop down arrow within the "(External) My Facilities" to set this as your default view. Click anywhere on the record to open the facility profile. Do not click the check box on the left column. When your facility profile loads, you will be able to view the information in a "read-only" state.

### TRAINING

#### Q: How do external users (Industry and Government) receive system training?

A: The [Knowledge Base](#) is available to all users and houses all external training resources to assist industry and other external users with using NISS. The job aids posted in the Knowledge Base cover a variety of topics and are posted to the NISS dashboard under the "Welcome" widget in the NISS Knowledge Base. Beyond job aids, other resources available in the Knowledge Base include NISS overview one-pager, NISS FAQs, Tailored Security Plan template, KMP and SF-328 resources, and reference links to other DCSA and CDSE training materials.



**Q: Is training required prior to obtaining an account?**

A: No. Training is highly recommended but not required for obtaining a NISS account.

## TROUBLESHOOTING

**Q: What is the best browser to use for accessing NISS?**

A: NISS is currently supported by Internet Explorer Version 11 and Firefox Version 52. Using these browser types minimizes access issues as they have proven to be more compatible with the NISS application.

**Q: What if I try logging into NISS and all I see are 2 green UNCLASSIFIED//FOUO bars?**

A: This is a known issue. First, try to refresh the page. If the problem persists, call the Knowledge Center and they will provide you with an additional resource to help resolve the issue. (888) 282-7682 and choose Option 2, then Option 2.

**Q: What does it mean when I log into NISS but immediately am sent to the "log off" screen?**

A: This likely means your account is locked/inactive. Call the Knowledge Center at 1-888-282-7682 and choose Option 2, then Option 2. After the Knowledge Center has unlocked your account, please ensure to immediately log into NISS. You will need to log in for the system to full process the unlock action.

Please note, logging into NCAISS does not qualify for logging into NISS. You must click the NISS Application link and then click "I Accept" on the banner to be taken to your NISS dashboard. Once you see the NISS Dashboard, you have successfully logged into NISS.

**Q: When will my NISS account be locked due to inactivity?**

A: You need to log into NISS every 30 days to prevent your account from being locked. You will be provided with email notifications as your account lockout approaches. Please note: Logging into NCAISS does not qualify as a login to NISS. You must log into NCAISS, click on the NISS Application Link, and click the "I Accept" button to officially log into NISS.

**Q: What do I do if my account is locked?**

A: If your account becomes locked, please contact the DCSA Knowledge Center at 888-282-7682 and select Option 1, then Option 2. After the Knowledge Center has unlocked your account, please ensure to immediately log into NISS. You will need to log in for the system to full process the unlock action. After 45 days of inactivity, your NISS roles will be purged and you will be required to re-register for your role(s).

**Q: When will my NISS account be purged due to inactivity?**

A: After 45 days of inactivity (15 days after your account is locked), your account will be purged. You will need to re-request your NISS role(s) through NCAISS at this time.



## RELEVANT TRAINING RESOURCES

### REGISTRATION

- [Requesting a NISS Account](#)

### NAVIGATING THE SYSTEM

- [NISS Homepage and Tabs](#)
- [NISS Quick Links for External Roles](#)
- [Changing Roles in NISS](#)

### SUBMIT MY INITIAL FCL PACKAGE

- [Initial Facility Clearance \(FCL\)](#)

### FACILITY PROFILES

- [Facility Profile Update](#)

### TRAINING

- [NISS Knowledge Base](#)

### TROUBLESHOOTING

- [NCAISS-NISS Access Troubleshooting Guide\\*](#)

*\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base*



## APPENDIX C: ACCESS KNOWLEDGE BASE RESOURCES

Hyperlinks included in this user guide direct users to a variety of training resources available in the Knowledge Base. In order to access a specific resource, users must first be logged into NISS and have an active session going or else the link will direct them to the NISS login page and not the resource page itself. Use the steps below to directly access the different training resources hyperlinked in the “Relevant Training Resources” sections throughout this guide.

**Note:** In this example, an industry user will demonstrate how to access the “Submitting Annual Self-Inspection Certification” job aid, which is included in the [Annual Self-Inspection Submission](#) section of this guide.

1. Navigate to the [Annual Self-Inspection Submission](#) section of this guide. Press your “ctrl” keyboard button while hovering over the [Submitting Annual Self-Inspection Certification](#) resource link under the “Relevant Training Resources” section then click the link when a hand icon appears (☞).

UNCLASSIFIED // DCSA INTERNAL ONLY  
DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

### NISS FEATURES AND FUNCTIONS

#### ANNUAL SELF-INSPECTION SUBMISSION

The National Industrial Security Program Operating Manual (NISPOM) requires all participants in the National Industrial Security Program (NISP) to conduct their own self-inspections to include an insider threat self-assessment. Self-inspections provide insight into a cleared facility's security program. It is an opportunity for facilities to look at the security procedures established at their company and validate that they not only meet NISPOM requirements, but are also being implemented by their cleared employees.

According to the NISPOM 1-207b, the annual review of a facility's security program must address:

1. These self-inspections will be related to the activity, information, information systems (ISs), and conditions of the overall security program, to include the insider threat program; have sufficient scope, depth, and frequency; and management support in execution and remedy.
2. The contractor will prepare a formal report describing the self-inspection, its findings, and resolution of issues found. The contractor will retain the formal report for the Cognizant Security Authority (CSA) review through the next CSA inspection.
3. A senior management official at the cleared facility will certify to the CSA, in writing on an annual basis, that a self-inspection has been conducted, that senior management has been briefed on the results, that appropriate corrective action has been taken, and that management fully supports the security program at the cleared facility.
4. Self-inspections by contractors will include the review of representative samples of the contractor's derivative classification actions, as applicable.

#### APPLICABLE USER ROLES

Facility Security Officer (FSDO), Assistant Facility Security Officer (AFSO), or Other Security Staff.

#### KEY TAKEAWAYS

- All participants in NISP must conduct their own self-inspections (including an insider threat self-assessment), in accordance with NISPOM, to provide insight into their facility's security program.
- Self-inspections are an opportunity for facilities to look at their established security procedures, validate they meet NISPOM requirements, and ensure their employees are implementing them.
- Prior to submitting a self-inspection certification using NISS, you must have already prepared a formal report which describes the self-inspection methods, its findings, and any resolution of issues found; and furthermore you must have briefed senior management on these results.

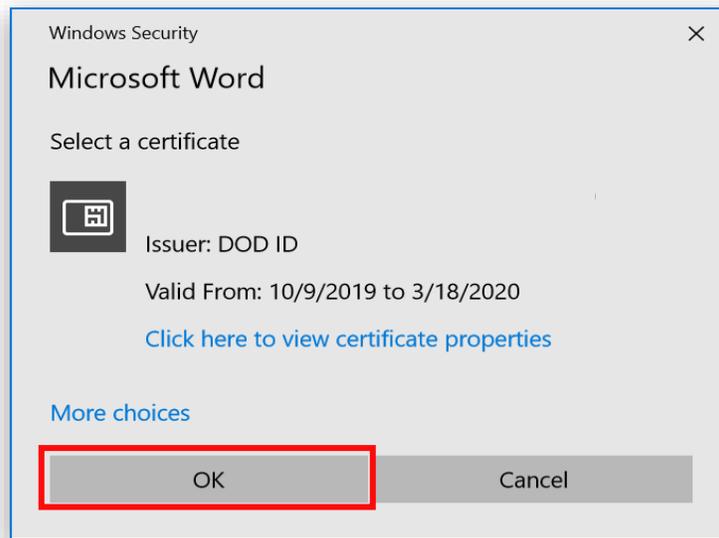
#### RELEVANT TRAINING RESOURCES

- [Submitting Annual Self-Inspection Certification](#)

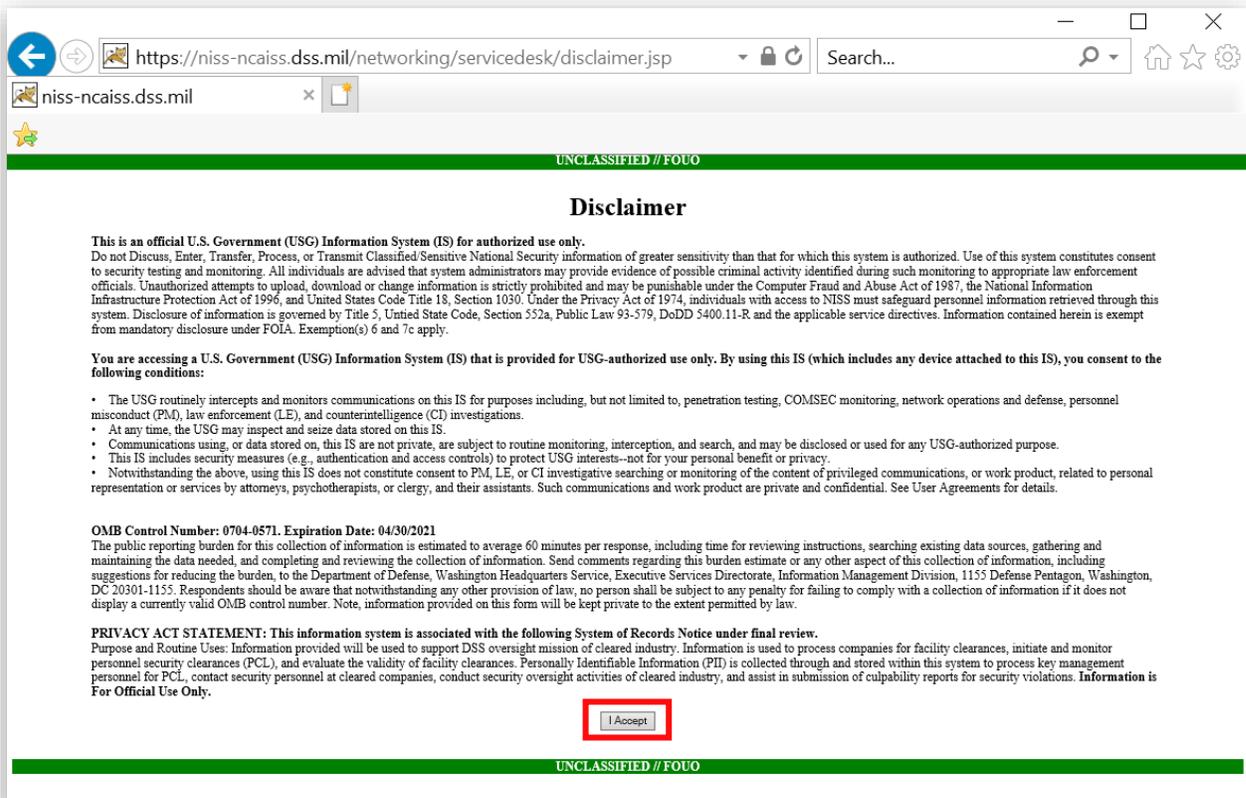
UNCLASSIFIED // DCSA INTERNAL ONLY 7



2. A pop-up will appear asking you to confirm your CAC certificate. Click the **OK** button.

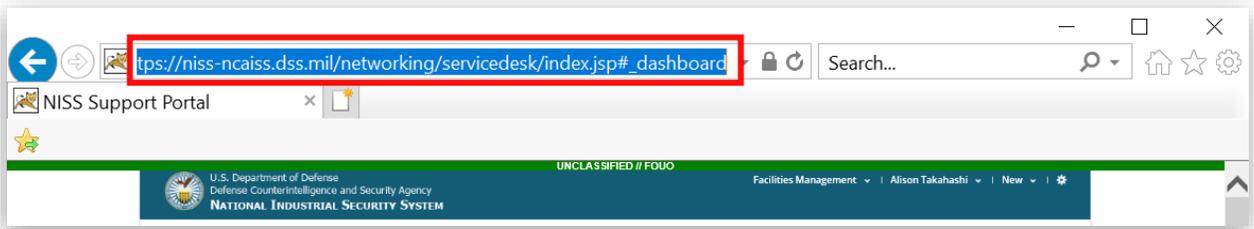


3. You will be redirected to the NISS Disclaimer page. Click the **I Accept** button at the bottom.

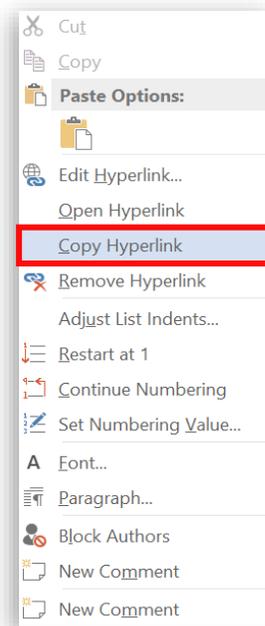




- You will be redirected to the NISS home page. Double-click the text in the address bar/URL bar (the narrow text field at the top of the internet/web browser where the currently displayed website address appears), as depicted in the below picture, and delete the displayed text.



- Copy the training resource's URL by right clicking the hyperlinked training resource (e.g. [Submitting Annual Self-Inspection Certification](#)), then select "Copy Hyperlink" from the menu.



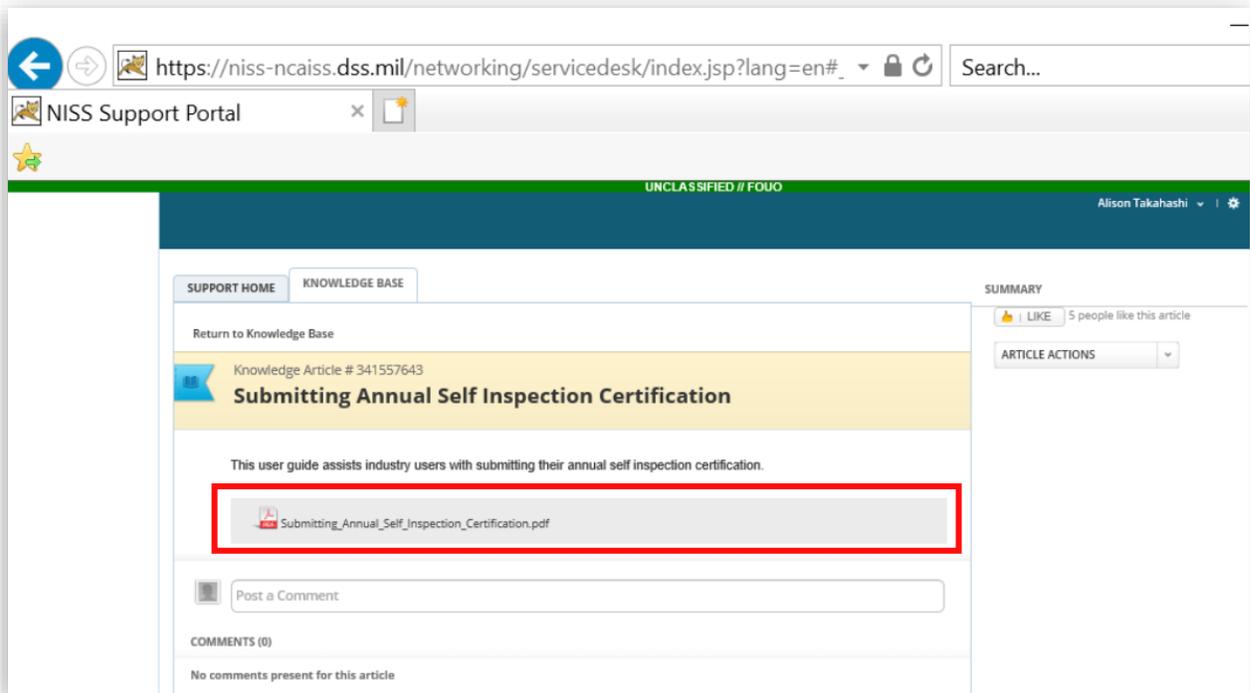
- Paste the training resource's URL into the address bar/URL bar in your internet browser then click the "enter" button on your keyboard to search for the URL in your internet browser.

**Note:** To paste the URL, right click the blank address/URL bar then select **paste**.





- 7. You will then be redirected to the training resource’s page within the NISS Knowledge Base, as shown below. To view the training resource, click on the **document(s)** featured in the grey shaded box.



- 8. A pop-up bar will appear at the bottom of your screen. Click the **Open** button, as depicted below.



- 9. The selected training resource will appear for you to view or save to your computer. In this example, the “Submitting a Self-Inspection Certification – Industry User Guide” was opened.



## APPENDIX D: NISS QUICK LINKS FOR EXTERNAL ROLES

The Quick Links are links to common functions in NISS and located on the Dashboard. The list of Quick Links presented to the user are specific to the role under which he or she is logged in. For example, a Facility Security Officer (FSO) role has different Quick Links than a Facility Clearance Verifier role. The following images display examples of the Quick Links for the following External roles in NISS:

**Facility Security Officer (FSO), Assistant Facility Security Officer (AFSO), Other Security Staff**  
(all 3 roles have the same Quick Links)

Quick Links

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

Last Successful Login: 09/05/2019 01:19:00 PM

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

**Facility Clearance Verifier**

Quick Links

**Current Role (Click to Change Role): FCV Industry**

Last Successful Login: 07/19/2019 02:19:00 PM

1. [Access the External Knowledge Base](#)
2. [Submit System Feedback](#)
3. [Submit Facility Verification Requests](#)
4. [View Facility Verifications](#)
5. [View My FVR Notifications](#)

**Sponsor**

Quick Links

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

Last Successful Login: 07/25/2019 09:45:00 AM

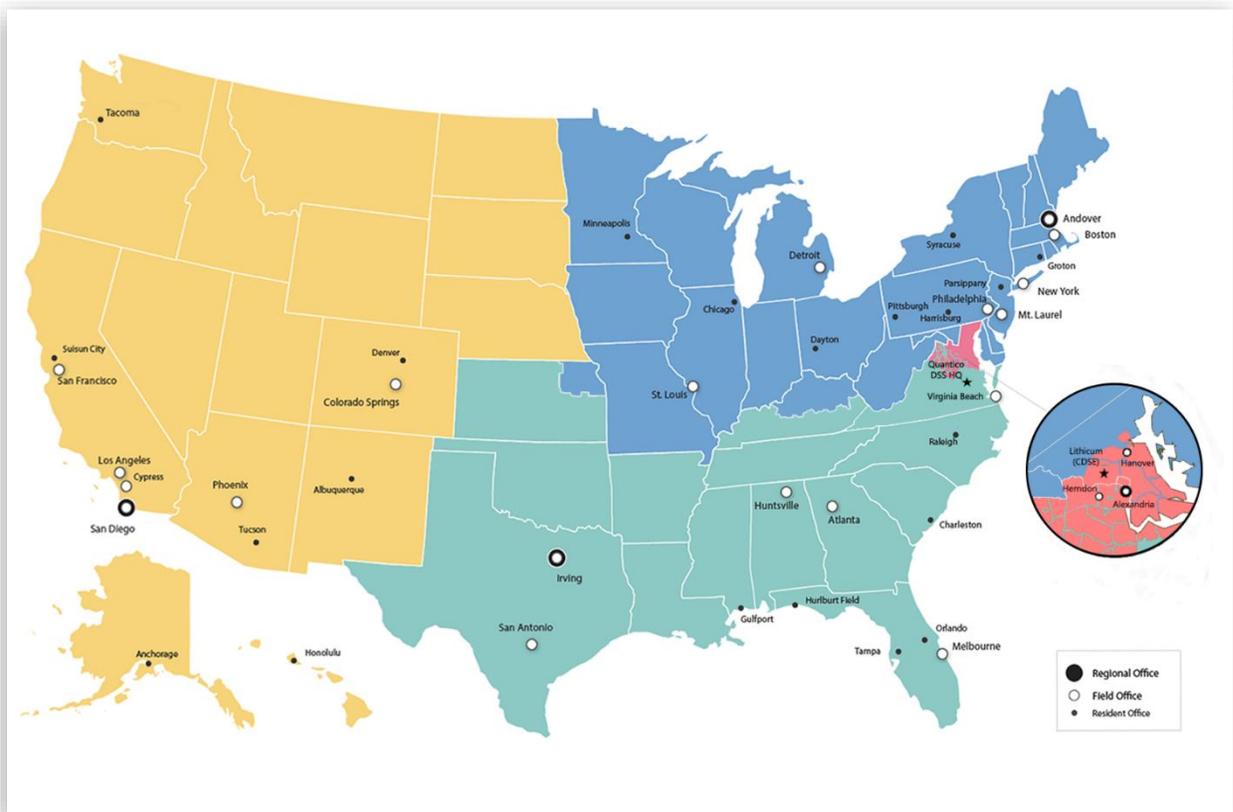
1. [View My Tasks](#)
2. [Access the External Knowledge Base](#)
3. [Submit System Feedback](#)
4. [Submit a Sponsorship Request](#)
5. [View Open Sponsorship Requests](#)
6. [View Previously Submitted Sponsorship Requests](#)



## APPENDIX E: DCSA FIELD OFFICE LOCATIONS

Field Offices can be contacted for additional support. There are 26 different DCSA field offices located throughout the United States – locations are categorized by four regions:

- Capital Region (Yellow)- 7 field offices
- Northern Region (Blue) - 7 field offices
- Southern Region (Green) - 6 field offices
- Western Region (Magenta) - 6 field offices



### RELEVANT TRAINING RESOURCE(S)\*

- [DCSA Field Office Locations](#)

\*See [Appendix C](#) for instructions to open training resource(s) in the NISS Knowledge Base