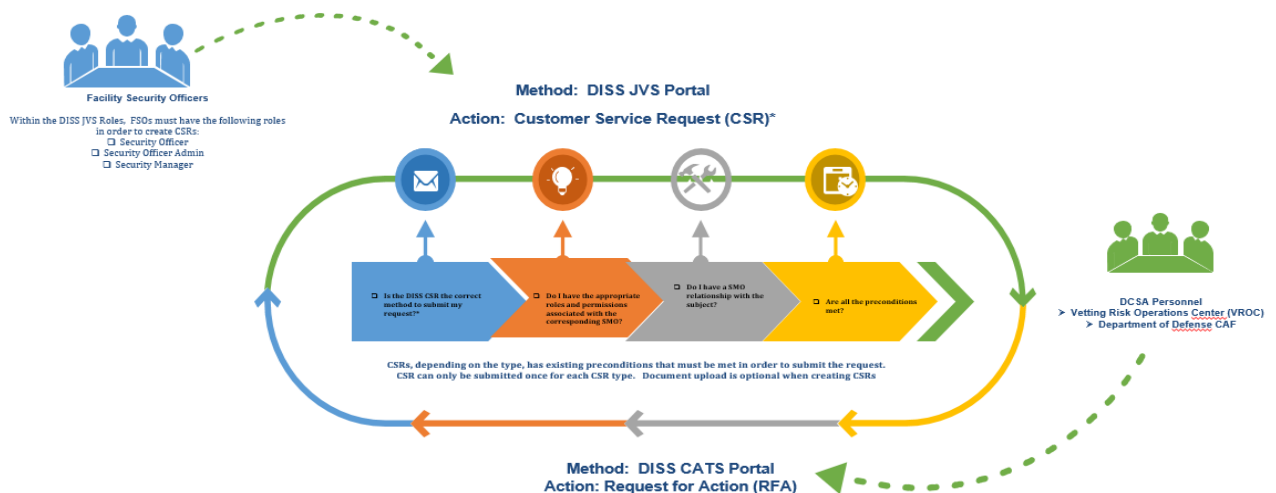


# DEFENSE INFORMATION SYSTEM FOR SECURITY

## INDUSTRY GUIDANCE RELATED TO TS/SCI ELIGIBILITY REQUEST

**Background:** This information is to provide Industry supplementary guidance related to the recent posting, “Operational Change to Adjudicating Tier 3 and Tier 5 Investigations” on April 30, 2020. The guidance does not intend to replace or supersede existing procedures, but rather to clarify Industry specific DISS guidance related to the TS/SCI eligibility upgrade requests.

**Operational Work Flow Business Process:** A SCI SMO is **NOT** required to take a relationship with the Subject’s record for the DoD CAF to adjudicate for TS/SCI eligibility. The Facility Security Officer or designee will submit a DISS Customer Service Request (CSR) when there is a contractual clearance requirement for subject to perform work duties up to the TS/SCI level, on behalf of the DoD. Upon receipt of the CSR, the Vetting Risk Operations Center (VROC) will take appropriate actions, consistent with current business operational process, to include transfer of the request to DoD CAF to make an adjudicative determination.



**NOTE:** User is **NOT** required to submit a DISS CSR or any further request, if subject currently possesses a TS/SCI eligibility and has been submitted for a periodic reinvestigation (PR). The CAF will adjudicate the PR to the current eligibility level in the DoD System of Record.

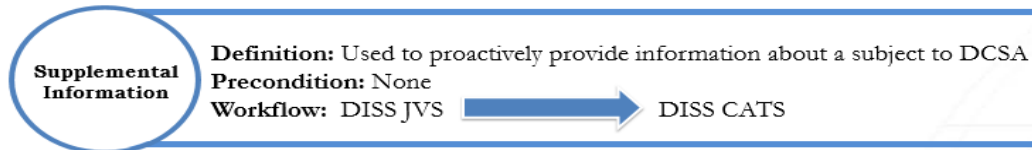
**When to use CSR (Supplemental Information) for TS/SCI Eligibility Request:** The FSO should submit the CSR (Supplemental Information) to VROC when **ONE** of the following scenarios apply:

- ✓ All initial investigation request (T5) submitted/opened at DCSA (formerly NBIB) that requires TS/SCI eligibility
- ✓ Subjects without an existing TS/SCI eligibility, but are in-process for a periodic reinvestigation and require TS/SCI eligibility.
- ✓ Subjects without an existing TS/SCI eligibility, but the case is pending adjudication at the CAF for TS/SCI eligibility.

**Additional Instruction:** Within the CSR (Supplemental Information), the FSO is required to annotate the following statement, “Subject requires TS/SCI eligibility in order to complete job duties.”

The DISS application limits users from submitting multiple request for each CSR type. Once a CSR (Supplemental Information) is opened, the DCSA must process the action before the FSO can submit another CSR (Supplemental Information).

If the FSO already submitted a CSR (Supplemental Information) for an unrelated request, please contact the VROC at [dcsa.ncr.dcsa-dvd.mbx.askvroc@mail.mil](mailto:dcsa.ncr.dcsa-dvd.mbx.askvroc@mail.mil) for additional guidance.



### **Actions to Resolve Eligibility Granted in Error**

If the clearance eligibility reflected in the system of record does not match the corresponding investigation level and was granted in error, please send an email to the DoD CAF Call Center at [whs.meade.dodcaf.mbx.dodcaf-callcenter@mail.mil](mailto:whs.meade.dodcaf.mbx.dodcaf-callcenter@mail.mil) with Subject’s name, DoD EDI PN and DOB and any additional information related to the issue.

### **Identification of Government Customers/Contract Numbers**

The FSO should continue to enter the prime contract number in the Contract Number Field, prior to submission of investigation requests. For further guidance regarding format please reference attached updated guidance dated December 28, 2018:  
[https://www.dcsa.mil/Portals/91/Documents/pv/fso/Industry\\_Guidance\\_JPAS\\_Contract.pdf](https://www.dcsa.mil/Portals/91/Documents/pv/fso/Industry_Guidance_JPAS_Contract.pdf)

### **Special Handling Instructions**

The FSO should continue to provide the following statements in the Special Handling Instructions prior to submission of investigation requests:

1. SAP - Use this note if the investigation request is required for a Special Access Program.
2. PRP - Use this note if the investigation request is required for a Personnel Reliability Program.
3. Yankee White or PSP - Use this note if the investigation request is required for a Yankee White/Presidential Support Program.