



Defense Security Service (DSS) **Personnel Security Investigations** **(PSI) - Projected Requirements** **Survey**

OMB Control No.: 0704-0417 Expiration Date:
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The public reporting burden for this collection of information is estimated to average 80 minutes per response for a single active, cleared facility submission, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Facilities submitting a consolidated submission of multiple active, cleared facilities may experience a longer reporting burden.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports, (0704-0417), 1777 North Kent Street, Suite 11000, Arlington, VA 22209. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply if a valid OMB control number is not displayed.

PRIVACY ACT ADVISEMENT: Name and email information is requested for the purpose of validating Facility Security Officer (FSO) contact information for the Defense Security Service records. Any updates to name and email information will be provided to the appropriate Industrial Security Representative. The information provided will become part of DSS records of

cleared contractor facility surveys, retrieved by the name of the facility / CAGE Code, not the FSO contact information. Providing the requested name and email information on this survey is voluntary. AUTHORITY: Executive Order (EO) 12829, "National Industrial Security Program".

Explanation and examples of how the upcoming survey will work are described below.

Survey Summary – The Survey will be broken in to three sections:

Section A:

- This first section will provide the user with the opportunity to review and confirm the Facility Security Officer (FSO) name, CAGE Code of the facility, and FSO email address as shown in DSS records. These records will be pulled by query of ISFD on February 23, 2011.
- DSS plans to run a daily report during the Survey's deployment for those FSOs who indicates that the FSO or his/her email address are incorrect when responding to Section A. DSS will, in turn, then notify the applicable IS Rep and/or Field Office Chief of a reported FSO change and ask their assistance in determining whether a survey email invitation should be sent to the newly identified FSO.
- As a reminder, efforts taken now to make sure facilities' information is up-to-date in ISFD will minimize the coordination workload impact on the Reps and Field Office Chiefs from the ISP survey team to correct FSO email addresses.
- The FSO will also be able to list if they are submitting for a single CAGE Code or if he/she is providing a consolidated submission for multiple CAGE codes. If DSS receives notice of a consolidated submission either during the Contact Validation Test deployment (to be deployed March 2, 2011) -or- directly by email to DSSPSISurvey2011@dss.mil (before March 13, 2011), only the FSO sending the consolidated submission will receive the email invitation.

Section B:

- In Section B, the FSO will provide information on what methodology or data source is used to estimate the PSI projections, input the PSI requirements projections for FY12-14.
- The user will be providing PSI requirements only for DoD and/or Non-DoD (as per NISPOM paragraph 1-103b) efforts that are requiring the PSI for clearance.
 - For each fiscal year the FSO will be asked to provide numbers for Single-Scope Background Investigation (Top Secret), SSBI Periodic Re-investigation, NACLIC (Secret and Confidential), and NACLIC Periodic Re-investigation.

Section C Description:

- This final section of the Survey will provide the user with an opportunity to input general comments or comments for a specific fiscal year. Classified information is not to be submitted via these comments.

Below are a handful of examples of what the user will see as they complete the Survey.

Example of Methodology / Data Source question from Section B:

SECTION B-1 - METHODOLOGY / DATA SOURCE

What methodology / data sources did you use to determine your PSI projections?

Select all that apply:

- Other
- Average over a 3 year period
- Average over a 5 year period
- Current contracts requiring cleared personnel
- Projected contracts requiring cleared personnel
- Historical business data for this company
- Projected or Strategic business plan data for this company
- Human Resources / Personnel data
- JPAS data for PR calculations
- Statistical Modeling

Example of the DoD Input Table from Section B:

SECTION B-2 - DOD DATA INPUT

Below is a table to input your best numeric PSI requirements estimate for clearances by investigation type for fiscal years 2012, 2013 and 2014.

Please provide your best estimates for PSI requirements where a DoD contract or activity requires a clearance.

	Single-Scope Background Investigation (Top Secret)	SSBI Periodic Reinvestigation	NACLIC (Secret / Confidential)	NACLIC Periodic Reinvestigation
2012	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For an example of correct and improper input please click here: [Input Example](#)

If the survey will not let you proceed, check to ensure that you have input at least the number zero in each field of a table.

For your projections above, please select the DoD agencies which are requiring the PSI for clearance.

- | | |
|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Air Force | <input type="checkbox"/> DLA |
| <input type="checkbox"/> Army | <input type="checkbox"/> DSCA |
| <input type="checkbox"/> Marine Corps | <input type="checkbox"/> DSS |
| <input type="checkbox"/> Navy | <input type="checkbox"/> DTRA |
| <input type="checkbox"/> DARPA | <input type="checkbox"/> MDA |
| <input type="checkbox"/> DCAA | <input type="checkbox"/> NATO |
| <input type="checkbox"/> DCMA | <input type="checkbox"/> NGA |
| <input type="checkbox"/> DIA | <input type="checkbox"/> NSA |
| <input type="checkbox"/> DISA | <input type="checkbox"/> OSD |
- Other DoD (If you use this selection please provide details in your comments in Section C)

Example of Comments Page from Section C:

SECTION C: COMMENTS

The comment section is free form text. You may add optional comments in general about the survey and/or regarding a particular fiscal year.

Do not submit classified information. If you feel it is essential to pass along any classified information pertaining to this survey please contact your Defense Security Service Industrial Security Representative to resolve how to submit such information.

Time –

Approximately how long, in minutes, did it take you to complete this Survey(including data collection) ?

Time, In Minutes :

Comments

If leaving a comment, please select the category type it falls under:

(If you have multiple comments that fall under more than one category please select "other")

- Survey Design/Layout
- Technical Issue
- Projections Clarification
- Other

General Comments:

Comments concerning FY 2012

Comments concerning FY 2013

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Comments concerning FY 2014

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