



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
6000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-6000



COMMAND, CONTROL,  
COMMUNICATIONS, AND  
INTELLIGENCE

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MEMORANDUM FOR DIRECTOR, DEFENSE SECURITY SERVICE

SUBJECT: Facilitating Reinstatements/Conversions of Personnel  
Security Clearances for Industry

It is my understanding that contractors are being advised that it may now take as long as 60 days or more (vice the previous 2-5 days) to reinstate/convert a security clearance from one activity to another due to problems being encountered during the transition to the Case Control Management System (CCMS). As you know such delays can be costly and prove detrimental to industry.

Recognizing that the delay being experienced by CCMS in this area is a temporary situation, I am issuing a short term waiver of the requirement of paragraphs 2-215 and 2-217 of the National Industrial Security Program Operating Manual (NISPO) to have a letter of consent prior to granting access, if these procedures are followed:

- The gaining facility shall request from the losing facility a copy of the DISCO Form 562 that the losing facility provided to the Defense Security Service (DSS) to terminate the clearance;
- The losing facility will also provide the gaining facility a copy of the letter of consent;
- The gaining facility must also have mailed or electronically transmitted a DISCO Form 562 to DSS to reinstate the clearance;
- Access may be granted by the gaining facility to the level of the letter of consent furnished by the losing facility for a period not to exceed 12 months from the date of submission of the DISCO Form 562 to DSS by the gaining facility.
- For military personnel, the gaining facility will contact the individual's last unit of assignment and request written confirmation of the level of clearance, the date



issued, and the investigative basis. The losing command will make every effort to provide this information to the gaining facility. The gaining facility may then authorize access up to the level that the individual was eligible for at the last unit of assignment for a period not to exceed 12 months.

Once DSS has regained its previously acceptable lapse times for reinstatement/conversion of contractor clearances, this waiver policy will be terminated.

Please publish this waiver on your DSS Bulletin Board and effect as wide a distribution as possible.



Richard F. Williams, CPP  
Director of Security