



INDUSTRIAL SECURITY

LETTER

Industrial Security letters will be issued periodically to inform Industry, User Agencies and DoD Activities of developments relating to industrial security. The contents of these letters are for information and clarification of existing policy and requirements. Local reproduction of these letters in their original form for the internal use of addressees is authorized. Suggestions and articles for inclusion in the Letter will be appreciated. Articles and ideas contributed will become the property of DSS. Contractor requests for copies of the Letter and inquires concerning specific information should be addressed to the cognizant security office, for referral to the Directorate for Security Programs, Headquarters, DSS, as appropriate.

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- 1. 2000 Cogswell Award Recipients**
- 2. Submission of Periodic Reinvestigations**
- 3. Reporting Participation in Rehabilitation Programs as Adverse Information**
- 4. Instructions for Completing Electronic Personnel Security Questionnaires**
- 5. Signed Releases**
- 6. EPSQ E-News**
- 7. Receipt and Dispatch Records for Classified Information Transmitted Electronically**
- 8. Notification to Recipients Regarding the Inadvertent Dissemination of Classified as Unclassified**
- 9. Cleared Employees Assigned Overseas**
- 10. Use of Extranet for Security Professionals Visit Certification Application**
- 11. DSS Academy Schedule of Courses for Fiscal Year 2001**
- 12. Frequently Asked Questions from the DISCO Customer Service Center**
- 13. DSS Industrial Security Regional and Field Offices**

1. 2000 Cogswell Award Recipients

On July 17, 2000, Lt. Gen. (USAF Ret) Charles Cunningham, Director, Defense Security Service announced the 2000 James S. Cogswell Outstanding Industrial Security Achievement Awards during the National Classification Management Society's National Training Seminar in Arlington, Virginia. Forty-nine facilities were selected for the annual award that honors organizations that establish and continue to maintain an outstanding industrial security program. Congratulations to the following facilities:

Northeast Region

Analysis & Technology, Inc.
Middletown, RI

Anteon Corporation
Fairfax, VA

BBN Technologies
Arlington, VA

Computer Sciences Corporation
Hanover, MD

EDO Corporation
EDO Marine and Aircraft Systems
North Amityville, NY

Electronic Warfare Associates, Inc.
Fairmont, WV

General Electric Company
Corporate Research & Development
Niskayuna, NY

Honeywell Technology Solutions, Inc.
Lexington Park, MD

Information Spectrum, Inc.
Annandale, VA

ITT Avionics & Aerospace/Communication Division
Clifton, NJ

ITT Industries, Inc.
Advanced Engineering & Sciences Division
Alexandria, VA

L&E Associates
Rome, NY

L-3 Communications Ilex Systems, Inc.
Shrewsbury, NJ

Lockheed Martin
Naval Electronics & Surveillance Systems-Surface Systems
Moorestown, NJ

Lockheed Martin Corporation
Lockheed Martin Mission Systems Gaithersburg
Gaithersburg, MD

Lucent Technologies, Inc.
Murray Hill, NJ

Northrop Grumman Corporation
Integrated Systems and Aerostructures
Bethpage, NY

SENSIS Corporation
DeWitt, NY

Unisys Corporation
U.S. Federal Government Group
McLean, VA

Central Region

Alliant Techsystems, Inc.
Hopkins, MN

General Dynamics Information Systems, Inc.
Bloomington, MN

ITT Systems
Bellevue, NE

Lockheed Martin Aeronautics Company
Fort Worth, TX

Sverdrup Technology, Inc.
Advanced Systems Group
Beavercreek, OH

Telos Corporation, Fort Sill Operations
Lawton, OK

Veridian Engineering, Inc.
Dayton, OH

Veridian ERIM International
Ann Arbor, MI

Southeast Region

Comptek Federal Systems, Inc.
Virginia Beach, VA

Innovative Emergency Management, Incorporated
Baton Rouge, LA

Lockheed Martin Corporation
Space Systems Company
Astronautics Operations
Cocoa Beach, FL

Lockheed Martin Space Systems
Missiles and Space Operations-Huntsville
Huntsville, AL

MEADS International, Inc.
Orlando, FL

Science Applications International Corporation
Tampa, FL

SEMCOR, Inc.
Valparaiso, FL

Sverdrup Technology, Inc.
Niceville, FL

TASC, Inc., Fort Walton Beach Facility
Ft. Walton Beach, FL

United Space Alliance
Kennedy Space Center, FL

Veridian Engineering, Inc.
Niceville, FL

Wackenhut Services, Incorporated
Palm Beach Gardens, FL

West Region

BBN Technologies
San Diego, CA

Breault Research Organization, Inc.
Tucson, AZ

General Dynamics Electronic Systems
Mountain View, CA

Honeywell, Inc.
Defense Avionics Systems Division
Albuquerque, NM

ITT Industries
ITT Systems Division
Vandenberg Air Force Base, CA

JAYCOR
Division 678
Albuquerque, NM

ORINCON Corporation
Kailua, HI

The Boeing Company
Seattle, WA

The Boeing Company
Rocketdyne Technical Services
Kihei, Maui, HI

Vari-L Company, Inc.
Denver, CO

2. Submission of Periodic Reinvestigations

In a letter dated January 31, 2000, your support was requested in assisting the Defense Security Service with an initiative to eliminate the backlog of Periodic Reinvestigations (PRs) in defense industry. In 1999, then Deputy Secretary of Defense John Hamre concluded that the backlog of PRs in both government and industry had reached unacceptable proportions. We are again soliciting your support to assist us with this critical task. We ask that you review the clearances

issued to your facility's employees and begin submitting your PR requests via Electronic Personnel Security Questionnaires (EPSQ) without delay. Requests for all of your employees who require a PR should be submitted to DSS no later than December 31, 2000. Individuals with active TOP SECRET clearances are required to undergo a PR every five years. PRs for individuals with active SECRET clearances are required every 10 years and PRs for those with CONFIDENTIAL clearances are required every 15 years.

It is essential that we process only those PRs that are actually necessary. Please ensure that each individual still requires a security clearance and at their current level prior to submitting the request for a PR. If you determine that the individual requires access at a lower level of classification or no longer requires a clearance you should submit a Defense Industrial Security Clearance Office Personnel Security Clearance Change Notification (DISCO Form 562) requesting an administrative downgrade or termination of the clearance as appropriate. If an individual's PR paperwork has been submitted to another government agency, a DISCO Form 562 should be submitted indicating the PR is being conducted by that activity.

3. Reporting Participation in Rehabilitation Programs as Adverse Information

There is some confusion regarding the requirement to report participation in a rehabilitation program as adverse information, particularly when the company promises "confidentiality" to employees who enroll. Therefore, the following guidance is provided:

- Self-enrollment in a rehabilitation program is not necessarily reportable. However, alcohol and drug abuse, or observation of behavior which is indicative of alcohol or drug abuse is reportable.
- Mandatory enrollment in an Employee Assistance Program is reportable.
- Refusal to accept rehabilitation assistance when offered is reportable.
- Incomplete or unsuccessful participation in a rehabilitation program is reportable.

The above policy interpretation is intended to provide a balance between industry's need for rehabilitation programs which do not necessarily have adverse consequences for enrollment, and the Government's need to properly monitor cleared individuals' continued eligibility for access to classified information. Participation in a rehabilitation program should not be used as a shield to prevent scrutiny by the Government. Keep in mind that the adverse information report is never the sole basis for suspension or revocation of a clearance.

4. Instructions for Completing Electronic Personnel Security Questionnaires

EPSQs must be properly coded to ensure industrial investigative requests are properly routed through the DSS Case Control Management System (CCMS), and handled as efficiently as possible within DSS. Contractors that submit incorrectly coded investigative requests should expect Interim Clearance determinations and overall case processing to be significantly delayed. Industrial requests are routinely reviewed for an interim security clearance to permit the

individual access to classified information while the final security clearance application is being processed, investigated, reviewed and issued. DISCO is attempting to review all initial clearance requests within eight days of receipt for an interim determination. The EPSQ must be properly coded for it to be expeditiously routed to DISCO by CCMS for the interim determination.

To ensure an investigative request properly enters the industrial path in CCMS the EPSQ should be completed as follows:

- In “Return Results To”, you should enter DISCO, P.O. Box 2499, Columbus, OH 42316-5006
- DISCO should be selected as the requestor:
 - Choose 4 (DISCO) from the drop down menu National Agency Check with Local Agency Checks and Credit Checks & Secret-Periodic Reinvestigation (NACLIC & S-PR).
- The “Organization Code”, is your facility’s Contractor and Government Entity (CAGE) Code.
- The “Organization Code Type”, is also the CAGE Code.
- The “Requestor Name”, is your facility’s name and address.

If you would like additional information on completion of EPSQs, please refer to the following sections on the DSS homepage: www.dss.mil, “What’s New, Notice to Industrial Security Customers”, and “EPSQ, Important News & Notes, Tips for Industrial Requesters”.

5. Signed Releases

Contractors are reminded that when sending DSS the signed “Authorization For Release of Information” (signed release) printed from the EPSQ software, the applicant’s Social Security number (SSN) must be clearly reflected on the same page as the applicant’s signature. The SSN is used by DSS personnel at the Personnel Investigations Center to link the signed release to the applicant’s EPSQ data when the release is scanned into our automated filing system. The applicant’s SSN and signature must also be clearly legible for the signed release to be properly processed and usable by DSS investigative personnel. DSS investigative personnel must have an applicant’s signed release when conducting various record checks and other investigative leads during personnel security investigations.

6. EPSQ E-News

DSS is hosting an electronic news (e-news) system to communicate with users through email. This list server will keep EPSQ users up-to-date concerning new software releases, tips and other useful information regarding the EPSQ. Users subscribe to this system by going to EPSQ-ENEWS on the EPSQ Web Site: www.dss.mil/epsq/index.htm and entering their email address. After receiving a confirmation email, users will periodically receive emails relative to the EPSQ.

7. Receipt and Dispatch Records for Classified Information Transmitted Electronically

Per paragraph 5-202 of the NISPOM, cleared contractors are required to maintain receipt and dispatch records for classified information. This requirement includes classified information transmitted electronically. Contractors may choose to utilize manual or automated record systems for classified information transmitted electronically provided these records contain the required receipt and dispatch information. Receipt and dispatch records must contain the date of the material (normally the receipt or dispatch date for electronically transmitted material), date of the receipt or dispatch, classification, unclassified description of the material and identity of the activity from which the material was received or to which it was dispatched. These records must be retained for two years.

8. Notification to Recipients Regarding the Inadvertent Dissemination of Classified as Unclassified

Contractors are reminded that when classified information is transmitted or disseminated as unclassified, notification of the actual classification to recipients who are cleared for access to the material is, at a minimum, CONFIDENTIAL. Therefore, if the material was originally transmitted electronically, contractors must provide the classification notification via secure channels (e.g., cleared network, STU-III, secure fax). The notification should also provide the classification source as well as declassification instructions. When control of the material has been lost, or if unauthorized personnel have had access to the information, such as when the recipient is not cleared for access, the matter is to be reported to your DSS Field Office as a report of compromise. Regardless of whether the recipient is a cleared or uncleared contractor/individual, if the transmission occurred by an unsecure means, (i.e. unsecure fax, Internet, unclassified server, etc.), the control of the material is deemed lost. (See NISPOM paragraphs 4-218 and 1-303).

9. Cleared Employees Assigned Overseas

You are reminded that home office Facility Security Officers are responsible, per NISPOM paragraph 10-605.a., for promptly reporting assignments of cleared employees to locations outside the United States. Any reassignments or return of overseas personnel must also be reported. This effort should be accomplished through use of the DISCO Form 562 (Action Box 1.F. or 1.N.). For those employees assigned overseas, it is requested that you include the employee's email address if available, as well as their physical address and telephone number in the "Remarks" section of the DISCO Form 562. Finally, please be advised that the old "XX code" system is no longer in effect and should not be referenced on your DISCO Form 562s.

10. Use of Extranet for Security Professionals Visit Certification Application

The Extranet for Security Professionals (ESP) Visit Certification Application (VCA) is authorized to be used for classified visits. ESP visit certifications are considered acceptable Visit Authorization Letters in accordance with paragraph 6-103, of the NISPOM.

11. DSS Academy Schedule of Courses for Fiscal Year 2001

Listed below are the schedule of Facility Security Office (FSO) Program Management and Automated Information System (AIS) Security Procedures for Industry courses scheduled for Fiscal Year 2001:

FSO Program Management Course

December 12 - 14, 2000	Southern California
February 13 - 15, 2001	Florida
February 20 - 22, 2001	Linthicum, MD (Added)
February 28 - March 1, 2001	Northern Virginia (Cancelled)
March 6 - 8, 2001	San Antonio, TX
March 27-29, 2001	Northern California
April 10 - 12, 2001	Televised
April 17 - 19, 2001	Danvers, MA
May 1 - 3, 2001	Philadelphia, PA
May 15 - 17, 2001	Southern California
May 29 - 31, 2001	Linthicum, MD (Added)
July 10 - 12, 2001	Linthicum, MD (Added)
July 24 - 26, 2001	Annapolis, MD (Cancelled)
August 7 - 9, 2001	Columbus, OH
September 11-13, 2001	Huntsville, AL

AIS Security Procedures for Industry Course

February 13 - 16, 2001	Florida
February 27 - March 2, 2001	Linthicum, MD
March 6 - 9, 2001	San Antonio, TX
March 27-30, 2001	Northern California
April 17 - 20, 2001	Danvers, MA
May 1 - 4, 2001	Linthicum, MD
May 15 - 18, 2001	Southern California
July 24 -27, 2001	Linthicum, MD
August 7 - 10, 2001	Columbus, OH
September 11-14, 2001	Huntsville, AL

12. Frequently Asked Questions from the DISCO Customer Service Center

For your information we are listing below a number of questions and answers frequently received by the DISCO Customer Service Center:

Question: Why are my Sensitive Compartmented Information (SCI) requests being rejected by DISCO?

Answer: The request must identify the specific SCI program. The appropriate Central Adjudication Facility (CAF) information must also be provided in the “Return Results To” block.

Question: Why did I receive a letter stating a clearance would not be issued when the subject has held a convertible clearance within the last two years?

Answer: The request was probably submitted for an action other than a conversion. If reinstatement, other, or concurrent was selected on the DISCO Form 562, DISCO may not have had access to all of the required information. If a subject has a clearance that can be converted, conversion must be reflected on the form. Selecting this option will require additional information to be completed so that DISCO will be able to verify the prior clearance.

Question: I requested NAC Industrial as the type of investigation but I did not receive an Interim Clearance determination?

Answer: If the request is annotated for anything other than a level of clearance, i.e. Top Secret, Secret, or Confidential, DISCO will not review it for an Interim clearance. For example, Area Access, Unescorted Entry, DoD Building Pass, Automated Data Processing (ADP) I, II, & III, with no level of clearance will not be reviewed for an Interim determination. These requests will be rejected or forwarded to the appropriate office for processing.

13. DSS Industrial Security Regional and Field Offices

Attached are all current DSS Industrial Security Regional and Field Offices along with their areas of responsibility. We encourage you to address questions/issues associated with specific cleared facilities to the responsible DSS Field Office.

