

# Facility Security Office

## Our Process

Comprehensive Path to Security Clearance

### 1. Obtain a contract that requires security clearance

### 2. Receive sponsorship from contract grantor

### 3. Coordinate & execute administrative package submission (4-6 months)

- National Industrial Security Program (NISP) System requests necessary documentation under specific time frames (typically 2 weeks)
- DD Form 41 – Department of Defense Security Agreement
- SR-328 – Certificate Pertaining to Foreign Interests

#### Other pertinent business information:

- Key Management, Executive Team, FSO
- Operating Agreement
- Business Licensing
- Articles of Incorporation & more
- Package and business audit

### 4. Meet with DCSA Representative

- DCSA will provide overview of NISP System
- DCSA will re-validate package submission is correct
- DCSA will send package back to FCO branch

### 5. Clearance Granted

- Personnel and/or Facility

## Ongoing FSO Support

Streamlined Coordination and Compliance

#### DISS ACCESS SETUP

Facilitate secure entry into the Defense Information System for Security, ensuring compliance with regulations.

#### SUBMIT CHANGE OF CONDITION

Complete and submit documentation to officially designate SGA as the Facility Security Officer.

#### ASSUME ISR ROLE

Take over as the primary contact for Industrial Security Representatives, relieving the client of administrative duties.

#### COORDINATE WITH DCS AISR

Engage directly with the assigned special agent to meet security requirements.

#### OVERSEE CONDITION APPROVAL

Manage approval submissions for a smooth transition in FSO responsibilities.