

**APPENDIX U****FACILITY SECURITY CLEARANCE INFORMATION SHEET****MULTINATIONAL INDUSTRIAL SECURITY WORKING GROUP****MISWG DOCUMENT Number 12***(Amended September 11, 2003)***11 October 1991****FACILITY SECURITY CLEARANCE INFORMATION SHEET (FIS)****INTRODUCTION**

Attached is a sample format for the quick exchange of information between NSA/DSA's with regard to the Facility Security Clearance of a facility involved or to be involved in classified tenders, conferences, contracts or sub-contracts.

The FIS is divided into a request and a reply section and can be used for different purposes as indicated in the heading of the request section.

The preferable way for the exchange of the FIS will be by fax or, in case of classified information, through approved channels using the corresponding FIS-items.

**PROCEDURES AND INSTRUCTIONS FOR USE OF THE FACILITY SECURITY CLEARANCE (FSC) INFORMATION SHEET (FIS)**

A. The FIS should preferably be typed or hand-written in capital letters.

B. The following abbreviations should be used:

S = Secret

NS = NATO-Secret

C = Confidential

NC = NATO-Confidential

**C. REQUEST SECTION**

1. Heading. Select one or more items. The last item (correction and/or or completion) is standard selected.

2. Items 1 through 6 are self-evident. In item number 4 the standard 2-letter country code should be used. Item number 5 is optional.

3. Reason for Request. Give the specific reason for the request and provide project indicators, number of contract, letter of intent, invitation, etc.

4. State the name of the actual requestor (on behalf of the NSA/DSA) and the date of the

request.

5. Any deadline/expiry/award dates, that may have a bearing on the completion of a FSC should be included.

#### D. REPLY SECTION

1. Item 1: Select appropriate fields. In case a FSC is in progress, it is essential to give the requestor an indication of the required processing-time (if known).

Item 2: Select the appropriate fields.

Item 3: a) Although the validation procedure differs for each country, or even for each facility, the mentioning of the expiration date of the given FSC is **COMPULSORY**.

b) For obvious reasons, the requesting NSA/DSA should be informed immediately about an earlier invalidation of the provided FSC. It is understandable that, with regard to other changes (e.g. the name of the security officer), this statement is not always attainable. However, if changes come to the knowledge of the providing NSA/DSA, it is assumed that the requesting NSA/DSA will be informed accordingly.

c) The requestor is responsible for the application for a renewal of the FSC.

Item 4: Standard clause.

Item 5: May be used for additional information with regard to the FSC, the facility, or any of the foregoing items.

2. State the name of the providing authority (on behalf of the NSA/DSA) and the date.

#### E. ADP, COMSEC, AND OTHER SPECIFIC REQUIREMENTS

These subjects do not lend themselves to the purpose of the FIS. In general, a simple yes or no answer to the question whether or not the facility holds an ADP and/or a COMSEC capability is insufficient. Besides, these items will often be classified. When such information is nevertheless required, it is advised to contact the providing NSA separately on specific items such as compatibility, security policy, key material, etc.

**FSC INFORMATION SHEET (FIS)**

**REQUEST**

Please

- provide a FSC assurance for the facility listed below.
- start initiating a FSC up to and including the level of .... if the facility does not hold a current FSC.
- confirm the FSC up to and including the level of .... as provided on ..... (ddmmyy).
- provide the correct and complete information, if applicable.

1. Full facility name:            corrections/completions:

.....

2. Full facility address:

.....

3. Mailing address (if different from 2)

.....

4. Zip code/city/country:

.....

5. Name of the security officer:

.....

6. This request is made for the following reason(s):  
(indicate particulars of the precontractual stage, contract, sub-contract, programme/project)

.....  
.....  
.....

**Requesting NSA/DSA** Name: .....

Date: .....

**REPLY**

1. This is to inform you that the above mentioned facility:

holds a FSC up to and including the level of:  S  NS  C  NC

does not hold a FSC.

does not hold a FSC but, on your above mentioned request, the FSC is in progress. You will be informed when the FSC has been established.

Expected date: ../..(mmyy). (if known)

2. Safeguarding of classified documents:  yes, level: ....  no.  
Safeguarding of classified material:  yes, level: ....  no.

3. This FSC certification expires on: ..... (ddmmyy)  
You will be informed in case of an earlier invalidation or significant change to any information listed above.

4. Should any contract be let or classified information be transferred in relation to this certification, please inform us on all relevant data including security classification.

5. Remarks: .....  
.....  
.....

**Providing NSA/DSA** Name: ..... Date: .....