

# **DISS JVS PSSAR Job Aid for Agencies Needing SSN Look-up**

**For Establishing an Account Manager and  
Physical Access Control Users**

**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY**

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**Version 1.0**

May 9, 2021





## REVISION HISTORY

DATE	VERSION	CHANGE DESCRIPTION	AUTHOR
5/9/2021	1.0	RELEASED ON DCSA TEMPLATE	DCSA

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# FOR AGENCIES NEEDING *INITIAL* DISS JVS ACCESS FOR *SSN LOOK-UP ONLY*

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## OVERVIEW

Agencies can establish Defense Information System for Security (DISS) Joint Verification System (JVS) account access to allow Agency users to verify eligibility and access using Social Security Number (SSN) look-up. This job aid is meant to provide guidance to obtain an *initial* Account Manager accounts and Physical Access Control accounts. All users will need to submit the DCSA Personnel Security System Access Request (PSSAR) (DD Form 2962, Vol. 2., Jan. 2020) to be provisioned in DISS JVS. This document is meant to serve as a guide to facilitate making the PSSAR submission and JVS provisioning process as smooth as possible.

## Prerequisites to filling out PSSAR

Before submitting a PSSAR, you must submit training certificates showing completion of both Cyber Security Awareness and Personally Identifiable Information (PII) training within the past year by submitting those training certificates with your PSSAR packet, to be provisioned. The following information is provided for the mandatory training classes/certificates:

- Cyber Awareness Challenge/Information Assurance (IA) Security Training (two options available):
  - [The DoD Cyber Exchange's Cyber Awareness Challenge](#)
  - Service, company, or agency approved cyber awareness/IA security training course
- Personally Identifiable Information (PII) Training (three options available):
  - [DoD Cyber Exchange's Identifying and Safeguarding Personally Identifiable Information \(PII\) Training](#)
  - [CDSE's Identifying and Safeguarding Personally Identifiable Information \(PII\) Course](#) (requires a STEPP account)
  - Service, company, or agency approved PII training course



**Note:** Initial Account Manager submissions to the DCSA DISS Industry Process Team requires the Defense Information Systems Agency (DISA)/DoD Cyber Exchange, or Center for Development of Security Excellence (CDSE) provided courses.

Service, company, or agency approved cyber awareness, IA, and/or PII training course certificates may be used and submitted for new user account provisioning.

## Download Correct PSSAR

The correct JVS account request form is the DD Form 2962, PSSAR, Vol. 2., Jan. 2020 and can be found in the "Access Request" section of the DISS Resources page. You can get to the DISS Home page by going to the following web address - at <https://www.dcsa.mil/is/diss/dissresources/>. Once there, click on the blue "PSSAR Form" hyperlink in the Access Request section. This is the only accepted PSSAR form for industry DISS JVS provisioning.

## Filling out Part 1, Blocks 1-13

1) Fill out blocks 1-12 with the applicant's information. If you don't have an office symbol/department you can leave block 3 blank. Note: Cage Code (block 12) is for industry contractors only.

2) Complete Part 1 by filling out block 13

PART 1 - PERSONAL INFORMATION			
1. NAME (LAST, FIRST, MIDDLE INITIAL)		2. ORGANIZATION	
3. OFFICE SYMBOL / DEPARTMENT		4. PHONE (DSN or COMMERCIAL)	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP	9. DATE OF BIRTH (YYYYMMDD)
10. PLACE OF BIRTH (CITY & STATE/COUNTRY)	11. SOCIAL SECURITY NUMBER		12. CAGE CODE (CTR ONLY)
13. DESIGNATION OF APPLICANT <input type="checkbox"/> MILITARY <input type="checkbox"/> DoD CIVILIAN <input type="checkbox"/> INDUSTRY <input type="checkbox"/> NON-DoD			

Figure 1



## Filling out Part 2, Blocks 14-15

For initial DISS JVS Account Requests, leave blank.

**PART 2 - APPLICATIONS**

**14. DEFENSE CENTRAL INDEX OF INVESTIGATIONS (DCII) (GOVERNMENT ONLY)**

TYPE OF REQUEST

☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE

**Leave Block 14 Blank**

a. DCII AGENCY CODE  OR DCII AGENCY ACRONYM

b. USER PERMISSIONS:

☐ QUERY (SEARCH) ☐ ADD ☐ UPDATE ☐ DELETE ☐ AGENCY ADMINISTRATOR ☐ EXECUTIVE ADMINISTRATOR

☐ FILE DEMAND (PROVIDE ACCREDITATION CODE)  ☐ FILE DEMAND PRINT ☐ IA (ROOT ADMINISTRATOR)

**15. SECURE WEB FINGERPRINT TRANSMISSION (SWFT)**

TYPE OF REQUEST

☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE

**Leave Block 15 Blank**

a. PERMISSIONS - FINGERPRINT SUBMISSION:

☐ USER ☐ MULTI-SITE UPLOADER ☐ SITE ADMINISTRATOR ☐ ORGANIZATION/COMPANY ADMINISTRATOR

b. PERMISSIONS - FINGERPRINT ENROLLMENT:

☐ ENROLLER ☐ TRANSACTION VIEWER ☐ ENROLLER SITE ADMINISTRATOR ☐ ENROLLER GROUP ADMINISTRATOR

c. ADDITIONAL CAGE/ORGANIZATION CODE(S):  ☐ OTHER

Figure 2

## Filling out Part 2, Blocks 16

1. All new users select "Initial"
2. All new users put in their "Organizational/Agency Code" in Block 16.b.
- 3.a. Agency Hierarchy Managers select "Hierarchy Manager" and "View SCI Access" in Block 16.b.
- 3.b. Users that need read-only access to look up access and eligibility requirements by SSN select "Physical Access Control" and "View SCI Access" in Block 16.b.

Name (Last, First, Middle Initial):

**16. DEFENSE INFORMATION SYSTEM FOR SECURITY - JOINT VERIFICATION SYSTEM (DISS-JVS)**

TYPE OF REQUEST

☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE

a. SMO NAME:  **2. ORGANIZATION/AGENCY CODE:**

b. ROLE REQUESTED AND OPTIONAL PERMISSIONS (MARK ALL THAT APPLY):

<input type="checkbox"/> SECURITY OFFICER <input type="checkbox"/> MANAGE POLYGRAPH <input type="checkbox"/> VIEW SCI ACCESS <input type="checkbox"/> MANAGE SCI ACCESS <input type="checkbox"/> REVIEW INVESTIGATION REQUEST	<input type="checkbox"/> SECURITY OFFICER ADMIN <input type="checkbox"/> UPDATE SUBJECT INFORMATION <input type="checkbox"/> GRANT NON-SCI ACCESS <input type="checkbox"/> REMOVE NON-SCI ACCESS <input type="checkbox"/> ESTABLISH SUBJECT RELATIONSHIP <input type="checkbox"/> MANAGE FOREIGN RELATIONSHIPS <input type="checkbox"/> REMOVE SUBJECT RELATIONSHIP <input type="checkbox"/> CREATE VISIT <input type="checkbox"/> VIEW VISIT	<input type="checkbox"/> SUSPEND ACCESS <input type="checkbox"/> MANAGE TASKS <input type="checkbox"/> MANAGE POLYGRAPH <input type="checkbox"/> VIEW SCI ACCESS <input type="checkbox"/> MANAGE SCI ACCESS <input type="checkbox"/> REVIEW INVESTIGATION REQUEST <input type="checkbox"/> VIEW SMO NOTIFICATIONS <input type="checkbox"/> MANAGE FOREIGN TRAVEL <input type="checkbox"/> MODIFY VISIT	<input type="checkbox"/> SECURITY MANAGER <input type="checkbox"/> MANAGE POLYGRAPH <input type="checkbox"/> VIEW SCI ACCESS <input type="checkbox"/> MANAGE SCI ACCESS <input type="checkbox"/> REVIEW INVESTIGATION REQUEST <input type="checkbox"/> VIEW SCI ACCESS <input type="checkbox"/> MANAGE SCI DISS USER
<input type="checkbox"/> COMPONENT ADJUDICATOR <input type="checkbox"/> HUMAN RESOURCE MANAGER <input type="checkbox"/> PHYSICAL ACCESS CONTROL <input type="checkbox"/> VIEW SCI ACCESS	<input type="checkbox"/> SECURITY OFFICER VISIT ADMIN <input type="checkbox"/> VIEW SUBJECT LIST <input type="checkbox"/> VIEW SCI ACCESS <input type="checkbox"/> ESTABLISH SUBJECT RELATIONSHIP <input type="checkbox"/> REMOVE SUBJECT RELATIONSHIP	<input type="checkbox"/> ACCOUNT MANAGER <input type="checkbox"/> VIEW SCI ACCESS <input type="checkbox"/> MANAGE SCI DISS USER	<input type="checkbox"/> APPLICATION ADMIN

**1.** ☐ INITIAL **2.**  ORGANIZATION/AGENCY CODE: **3.a.** ☐ HIERARCHY MANAGER ☐ VIEW SCI ACCESS **3.b.** ☐ PHYSICAL ACCESS CONTROL ☐ VIEW SCI ACCESS

Figure 3





## Filling out Part 2, Blocks 17-19

For initial DISS JVS Account Requests, leave blank.

**17. DEFENSE INFORMATION SYSTEM FOR SECURITY - CASE ADJUDICATION TRACKING SYSTEM (DISS - CATS)**

TYPE OF REQUEST  
☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE

a. APPLICATION LOCATION: ORGANIZATION DIVISION BRANCH TEAM

b. ROLE REQUESTED:

<input type="checkbox"/> EXECUTIVE CHIEF	<input type="checkbox"/> ADJUDICATOR	<input type="checkbox"/> PE SCREENER	<input type="checkbox"/> PROCESS TEAM
<input type="checkbox"/> DIVISION CHIEF	<input type="checkbox"/> TRAINEE	<input type="checkbox"/> GENERAL COUNSEL	<input type="checkbox"/> INDUSTRY PROCESS TEAM
<input type="checkbox"/> BRANCH CHIEF	<input type="checkbox"/> IT SCREENER 1	<input type="checkbox"/> OPM LIAISON	<input type="checkbox"/> QUALITY CONTROL
<input type="checkbox"/> TEAM CHIEF	<input type="checkbox"/> IT SCREENER 2	<input type="checkbox"/> METRICS	<input type="checkbox"/> PRIVACY OFFICER
<input type="checkbox"/> CV SCREENER	<input type="checkbox"/> IT SCREENER 3	<input type="checkbox"/> ADMINISTRATOR	

c. LIST ANY ELEVATED PERMISSIONS:

**Leave Block 17 Blank**

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Figure 4

**18. DEFENSE INFORMATION SYSTEM FOR SECURITY - APPEALS**

TYPE OF REQUEST  
☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE

a. APPLICATION LOCATION: ORGANIZATION DIVISION BRANCH TEAM

b. ROLE REQUESTED AND OTHER PERMISSIONS (MARK ALL THAT APPLY):

<input type="checkbox"/> DOHA ADMIN	<input type="checkbox"/> PSAB ADMIN	<input type="checkbox"/> PSAB BOARD MEMBER	<input type="checkbox"/> PRIVACY OFFICER
<input type="checkbox"/> MANAGE APPEALS USER	<input type="checkbox"/> MANAGE APPEALS USER	<input type="checkbox"/> HELP DESK	<input type="checkbox"/> APPLICATION ADMIN

**19. NATIONAL BACKGROUND INVESTIGATION SERVICES (NBIS)**

TYPE OF REQUEST  
☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE

a. ROLE REQUESTED:

<input type="checkbox"/> SYSTEM MANAGER	<input type="checkbox"/> AUTHORIZER (GOVERNMENT ONLY)	<input type="checkbox"/> WORKFLOW MANAGER	<input type="checkbox"/> BUSINESS PROCESS MANAGER
<input type="checkbox"/> INTERNAL ORG MANAGER	<input type="checkbox"/> NBIS FINANCIAL MANAGER	<input type="checkbox"/> INITIATOR	<input type="checkbox"/> ORG MANAGER
<input type="checkbox"/> WORKLOAD MANAGER	<input type="checkbox"/> FINANCIAL MANAGER	<input type="checkbox"/> POINT OF CONTACT	<input type="checkbox"/> REVIEWER
<input type="checkbox"/> USER MANAGER	<input type="checkbox"/> INTERNAL USER MANAGER	<input type="checkbox"/> NOTIFICATION MANAGER	<input type="checkbox"/> ORDER FORM TEMPLATE MANAGER
<input type="checkbox"/> OTHER			

b. LIST ANY ELEVATED PERMISSIONS:

**Leave Block 18 Blank**

**Leave Block 19 Blank**

Figure 5



## Filling out Part 3, Blocks 20-21

This part is the training verification portion. Remember that the applicant must have taken both the Cyber Awareness and PII Training classes within one (1) year of the date they are provisioned. That means that if either required training certificate is more than a year old at the moment DCSA begins to provision your account, it will trigger an automatic disapproval.

1. In block 20, check the Cyber Awareness Training block and then enter the date from the Cyber Awareness training certificate (date completed) in the date block on the right-hand side (circled below).
2. In block 21, check the PII Training block and then enter the date from the PII training certificate (date completed) in the date block on the right-hand side (circled below).

PART 3 - TRAINING (I have completed and attached training certificates for):		
20.	<input checked="" type="checkbox"/> CYBER AWARENESS TRAINING	DATE (YYYYMMDD) [redacted]
21.	<input checked="" type="checkbox"/> PERSONALLY IDENTIFIABLE INFORMATION TRAINING	DATE (YYYYMMDD) [redacted]

Figure 6

## Part 4, Blocks 22-23

Blocks 22 and 23 is related to the applicant's certification. DCSA will accept either digital or wet (ink) signatures in block 22. However, wet (ink/type) date entry is mandatory in block 23.

1. Block 22 (circled below) requires the applicant's signature.
2. Block 23 (circled below) requires the date the applicant signed the PSSAR (required for wet signatures).

PART 4 - APPLICANT'S CERTIFICATION	
I hereby certify that I understand that by signing this Personnel Security System Access Request, I am solely responsible for the use and protection of the account that I will be provided. I also understand that I am not authorized to share my account or logon credentials with any other individuals. I will utilize all tools and applications in accordance with the account management policy and security policy, as well as all applicable U.S. laws and DoD regulations. I understand that if I violate any account management policy, security policy, U.S. laws or DoD regulations, my account will immediately be terminated, and may be subject to criminal charges and penalties.	
22. APPLICANT'S SIGNATURE [redacted]	23. DATE (YYYYMMDD) [redacted]

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Figure 7



## Part 5, Blocks 24-29

Part 5 (Blocks 24-29) relates to the nominating official's certification. Complete part 5, (Blocks 24-29) using the following information:

1. Block 24 (circled below), states that the nominating official certifies that the applicant meets the requirements for access, has the appropriate need-to-know, and meets all requirements for managerial DISS JVS system privileges. It also certifies that the nominating official is responsible to ensure the applicant will follow account policies, security policies, and all applicable DoD regulations and U.S. laws. Finally, the nominating official certifies that the named applicant requires account access as indicated to perform assigned duties (i.e. the roles of hierarchy manager and security officer).
2. Block 25 (circled below), requires the Nominating Official's complete printed name.
3. Block 26 (circled below), requires the Nominating Official's organizational title.
4. Block 27 (circled below), requires a good contact number to reach the Nominating Official (noswitchboards).
5. Block 28 (circled below), requires the Nominating Official's signature.
6. Block 29 (circled below), requires the date the Nominating Official signed the PSSAR (required for wet

PART 5 - NOMINATING OFFICIAL'S CERTIFICATION		
24. I certify that the above named individual meets the requirements for access, has the appropriate need-to-know, and if applicable, meets the requirements for account management privileges. I am also aware that I am responsible for ensuring this individual will follow all account policies, security policies, and all applicable DoD regulations and U.S. laws. Furthermore, I certify that the named applicant requires account access as indicated above in order to perform assigned duties.		
25. NOMINATING OFFICIAL'S PRINTED NAME (Last, First, Middle Initial)		26. NOMINATING OFFICIAL'S TITLE
<div></div>		<div></div>
27. NOMINATING OFFICIAL'S TELEPHONE NUMBER	28. NOMINATING OFFICIAL'S SIGNATURE	29. NOMINATING OFFICIAL'S SIGNATURE DATE
<div></div>	<div></div>	<div></div>

signatures).

Figure 8





## Part 6, Blocks 30-38

Leave Part 6 blank.

PART 6 - VALIDATING OFFICIAL'S VERIFICATION	
I have verified that minimum investigative requirements for the above applicant have been met and the applicant has the necessary need-to-know to access the personnel security systems requested.	
30. ELIGIBILITY/ACCESS LEVEL:	31. TYPE OF INVESTIGATION:
32. ELIGIBILITY GRANTED DATE:	33. DATE INVESTIGATION COMPLETED:
34. ELIGIBILITY ISSUED BY:	35. INVESTIGATION CONDUCTED BY:
36. VALIDATING OFFICIAL'S PRINTED NAME (Last, First, Middle Initial):	
37. VALIDATING OFFICIAL'S SIGNATURE (Last, First, Middle Initial):	
38. VALIDATING OFFICIAL'S SIGNATURE DATE	

Figure 10

## Submitting PSSAR Packet

Send your signed DCSA PSSAR (DD Form 2962, Vol. 2, Jan.2020), both Cyber Awareness and PII Training certificates to DISS Provisioning at the following email address:

[dcsa.eastern.dcsa.mbx.diss-provisioning@mail.mil](mailto:dcsa.eastern.dcsa.mbx.diss-provisioning@mail.mil).

**Note – Since the PSSAR packet contains PII, the document must be password protected prior to sending to DISS Provisioning. DO NOT send via encrypted email as the inbox does not accept encrypted email.**



## ADDITIONAL TIPS AND GUIDELINES:

- 1) Maintain an active DISS account by logging in at least every 30 days.
  - An active DISS account is one that has been logged into within the past 30 days.
  - An inactive DISS account is one that has not been logged into in over 30 days.
    - If a DISS account becomes inactive—i.e. not successfully accessed for more than 30 days, the DISS system shall automatically lock and suspend the account.
    - The user's agency Hierarchy Manager or Account Manager can unlock accounts without any assistance from DCSA until the account exceeds 45 days of inactivity.
  - DISS accounts that have not been logged into for longer than 45 days are deactivated/removed per DoD regulations (CYBERCOM TASKORD 13-0641). If an account is needed after 45+ days of inactivity, a new account will have to be created.
- 2) Failure to follow provisioning instructions may result in the rejection of your provisioning package. Most common package rejection reasons:
  - Selecting everything in PSSAR Part 2, Section 16b or alternatively selecting nothing at all.
  - Certificates/training expired (more than one year old) or dates on certificates do not match dates on PSSAR form.
  - Information missing (blank) or duties do not correspond to the roles requested in Part 2 Section 16b.
  - KMP acting as the nominating official in the PSSAR is not cleared in connection with the facility clearance.