

DISS JVS

**Consolidating Children SMOs into
a single Parent SMO**

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



Version 1.0

August 9, 2021



REVISION HISTORY

DATE	VERSION	CHANGE DESCRIPTION	AUTHOR
8/09/2021	1.0	RELEASED ON DCSA TEMPLATE	DCSA



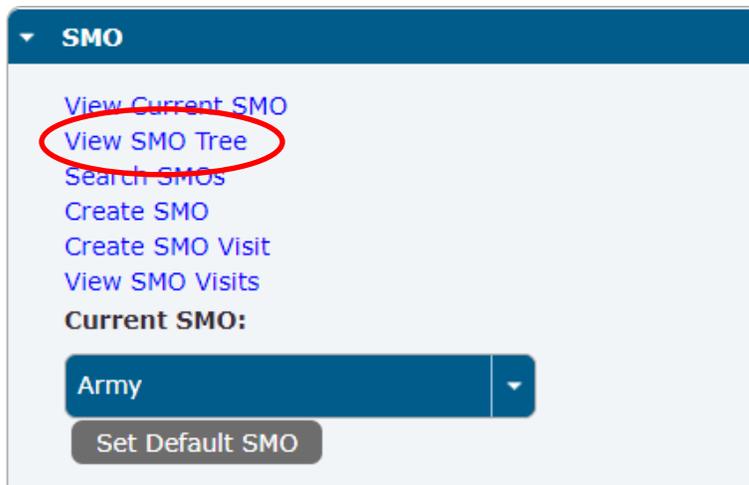
Consolidating Children SMOs into a single Parent SMO

OVERVIEW

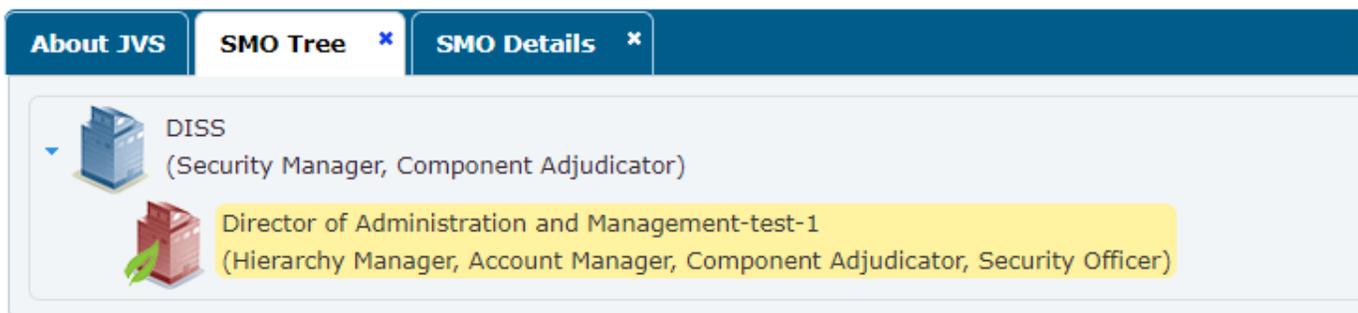
In the Defense Information System for Security (DISS) Joint Verification System (JVS), users may have Parent SMOs and Children SMOs. To ensure all SMOs are being managed by the highest Parent SMO under VROC, the Hierarchy Manager should consolidate Children SMOs under the identified Parent SMO. The Hierarchy Manager must ensure all Security Managers/Officers' roles are provisioned with the appropriate permissions after the move to highest Parent SMO. Users with Account Manager and/or Physical Access Control Personnel roles can search for subjects to verify eligibility and access. This job aid will instruct how to consolidate Children SMOs into the highest Parent SMO.

The Process

1. Click "View SMO Tree" in the SMO control panel located on the left-hand side of the screen.



- a. The SMO tree will populate beginning with DISS, then VROC (industry) and your Parent SMO.
- b. Click the carrot under the Parent SMO. This will open the list of children SMOs attached to the Parent SMO. Verify all SMOs listed.





- c. For inaccuracies (missing SMOs, incorrect parent to child relationships) email DCSA DISS Provisioning of dcsa.eastern.dcsa.mbx.diss-provisioning@mail.mil for all change requests.
 - d. Note: if an organization has more than 75 children/grandchildren SMOs, the hierarchy will be unavailable for viewing in DISS. The help desk will need to be contacted to verify all SMOs within the organization.
2. After SMO verification, select "Search SMOs" in the SMO control panel. (Ensure the default SMO is set to the highest SMO in your organization).
- a. Type the 5-digit Cage code in the CAGE Code field and click "Search".

The screenshot shows the 'Find SMO' interface. The 'Organization Attributes' section contains the following fields:

- CAGE Code: 1X234 (highlighted with a red circle)
- Unit Identification Code: [Empty]
- U.S. Joint Organization: Select Joint Organization Code (dropdown menu)
- U.S. Agency Code: [Empty]
- Service Organization Code: [Empty]
- Non U.S. Agency Code: [Empty]
- Sub Agency Code: [Empty]

Below this are 'Location Attributes' fields for Address Line 1/2, City, State (dropdown), Zip Code, and Country (dropdown). Search and Reset buttons are at the bottom right.

- b. Highlight the SMO that needs to be moved and select Move SMO from the SMO Actions tab on the SMO Details tab.

The screenshot shows the search results table. The first row is highlighted in yellow:

SMO Name	Status	Organization	Organization Type	SMO Parent
Director of Administration and Management-test-1	Active	Director of Administration and Management	DoD Civilian Agency	DISS
Army	Active	Director of Administration and Management	DoD Civilian Agency	DISS
Director of Administration and Management-Test-123	Active	Director of Administration and Management	DoD Civilian Agency	Other SMO



- c. Type in the 5-digit Cage code or the SMO Name for the Parent SMO or where the selected SMO needs to be moved to.
- d. Select the desired Parent SMO for the move.

The screenshot shows the 'Task Inbox' interface. At the top, there are tabs for 'About JVS', 'SMO Tree', and 'Task Inbox'. Below the tabs, there are two main sections: 'Assigned Tasks' and 'Unassigned Tasks'. The 'Unassigned Tasks' section is active and contains a 'Search Criteria' panel with the following options:

- Period: Last Day
- From Date: 2021/07/20
- Task For: Hierarchy Manager
- CSR Task Names: Select Tasks
- Enable Date Range Filter: Yes (selected), No
- To Date: 2021/07/21
- Available Tasks: CSR (checked)

Below the search criteria, there is a 'Search' button and a 'Reset' button. The main content area displays a table titled 'Active Tasks Unassigned (1)'. The table has the following columns: Task Name, Description, Task Owner, Task For, and Due Date.

Task Name	Description	Task Owner	Task For	Due Date
Move SMO Request - Review Move SMO Request	Review Move SMO Request regarding WHS HUMAN RESOURCES DIRECTORAT-GAT-3		Hierarchy Manager	2021/07/24

- e) Claim and then approve the move. The SMO Tree will reflect the change upon next login.

The screenshot shows the 'View CSR' interface. At the top, there are tabs for 'About JVS', 'SMO Tree', 'Task Inbox', and 'View CSR'. The 'View CSR' tab is active and displays the following information:

Task Details

- Request Type: Move SMO Request
- Description: Review Move SMO Request regarding WHS HUMAN RESOURCES DIRECTORAT-GAT-3
- Assignee:
- Due Date: 2021-07-24 11:14:23

Request Details

- Move SMO: WHS HUMAN RESOURCES DIRECTORAT-GAT-3
- From Parent SMO: Army
- To Parent SMO: Director of Administration and Management-test-1
- Request Comments: [Text area]
- Comments: [Text area]
- 2000 characters remaining

At the bottom of the interface, there are four buttons: 'Approve', 'Reject', 'Claim', and 'Unclaim'.

- 3. Validate the subjects by those who belong and those that do not.
 - a. Identify the subjects to be removed or debriefed.



b. Remove duplicate subjects.

Mass Subject Transfer

From SMO: WHS HUMAN RESOURCES DIRECTORAT-GAT-3 To SMO: Army

Eligible Subjects

<input checked="" type="checkbox"/>	Last Name	First Name	SSN/PSSN	Birth Date	Eligibility	Inv Type	Inv Close Date
<input checked="" type="checkbox"/>	Revere	Paul	778-65-4475	1968-07-16	None		
<input checked="" type="checkbox"/>	Ross	Betsy	778-55-3364	1980-07-15	None		

Ineligible Subjects

No subjects available.

c) Ensure the remaining Subject listing is accurate.

Subjects

Last Name	First Name
Willis	Sheryl
Thebuilder	Bob
Smyth	Cammy
smokeLName84	smokeFName84
Shueller	Anril
Ross	Betsy
Roles3	Test
Roberson	Amelie
Revere	Paul
Raymond	Ann
Ramos	Priscilla
Prime	Max
Polo	Marco
OneThree	Test
OneFive	Test



d) Conduct the necessary action (e.g., Mass transfer, debrief or indoctrination) using the applicable function. Below are sample formats/templates to be sent to the Customer Engagements Team at dcsa.ncr.nbis.mbx.contact-center@mail.mil:

HCR template Consolidate SMOs

HIERARCHY CHANGE (Consolidate SMOs)	
SMO AND SUBJECTS TO BE MOVED	NEW CONSOLIDATED SMO
5C5QQ	4LMNO
ABC12	
A9A24	

HCR template New Parent SMO

HIERARCHY CHANGE (Parent-Child)	
SMO CHILD TO BE MOVED	NEW PARENT SMO
5C5QQ	4LMNO

Add Access

SSN	SUBJECT NAME	CATEGORY	DISS SMO	RELATIONSHIP DATE	ACCESS	BRIEF DATE	NDA DATE	NDS DATE
999999999	SAMPLE, JOE	Industry	5VCR26-NO RTHROP GRUMMAN ENTERPRISE SECURITY SERVIC	2/23/2021	Secret	3/14/1989	3/14/1989	

Add Subject

SSN	SUBJECT NAME	CATEGORY	DISS SMO	RELATIONSHIP DATE	ACCESS	BRIEF DATE	NDA DATE	NDS DATE
999999999	SAMPLE, JOE	Industry	5VCR26-NO RTHROP GRUMMAN ENTERPRISE SECURITY SERVIC	2/23/2021	Secret	3/14/1989	3/14/1989	

Debrief Access

SSN	SUBJECT NAME	CATEGORY	SMO	RELATIONSHIP DATE	ACCESS	DEBRIEF DATE	NDA DATE
999999999	SAMPLE, JOE	Industry	5VCR26-NO RTHROP GRUMMAN ENTERPRISE SECURITY SERVIC	2/23/2021	Secret	3/14/1989	3/14/1989

Delete Subject

SUBJECT NAME	SMO
SAMPLE, JOE	3T020D - NORTHROP GRUMMAN SYSTEMS CORPORATION