

Defense Information System for Security Joint Verification System

JVS FOR AGENCY

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



Agenda



- Brief DISS Overview
- Orientation to Higher Echelon Users Roles and Permissions
- Orientation to End-user functions
- Q&A

Learning Objectives



- Users will be able to describe the general framework of DISS
- Users will be able to identify and navigate the various functions of DISS JVS
- Users will be able to identify and explain the roles and responsibilities of higher level and end users
- Users will be able to define and compare various user relationships and functions within DISS JVS

DISS Components



System of Record for of all DoD employees, military personnel, civilians and DoD contractors in support of:

- Personnel Security
- Suitability
- Credential Management

Secure communications between Adjudicators, Security Officers, and Component Adjudicators.

There are three components of DISS

- Joint Verification System (JVS)
- Consolidated Adjudication Tracking System (CATS)
- Appeals System

Industry uses the Joint Verification System side of DISS



What is DISS



- A key component of the DoD's strategy to modernize personnel vetting and improve mission readiness
- An enterprise-wide system that offers accelerated workflows, electronic adjudications, and secure document exchange

Key features

- Customer Service Requests (CSRs)
- Request for Action (RFA)

A screenshot of the DISS system interface. It shows two dropdown menus. The first dropdown menu, labeled 'Type', is open and displays a list of notification types. The second dropdown menu, labeled 'Subject SSN', is also open and displays a list of notification types. Both dropdown menus have a yellow circle highlighting the 'CSR Notification' option. The background of the interface is light blue with white text.



JVS Home Page Orientation

Communications
Task Inbox
Unread Notifications: 12427

User Management
My User Detail

SMO
View Current SMO
View SMO Tree
Search SMOs
Create SMO Visit
View SMO Visits
Current SMO:
DISS
Set Default SMO

Organization
View Current Organization
Search Organizations

Subject
View Subjects
Mass Subject Transfer
Mass Indoctrination
Mass Debrief
Search Subjects
Create Subject
SII Search

About JVS

ATTENTION DISS USERS!
Please review the DISS 13.4.3 Release Features and related operational notices.
DISS 13.4.3 Enhancements
• The following enhancements were included in this release:

Change Description	Version
Manage SMO Actions: Edit Affiliated Organization and Manage Clearance Level	3.3.1.4
Remove Suspend Access Labels from Incident Workflow in JVS	3.5.1.42

• The JVS User Manual is available within the JVS application. Once logged into JVS, select the Help link and you will be redirected to the JVS User Manual.
• Please refer to Section 4.0, Tips and Tricks, for additional information.
• Refer to the application Release Notes for more information on release Enhancements including Known Issues and workarounds.
• Additional DISS information and operational guidance can be found on the DCSA DISS website, please see link: <https://www.dcsa.mil/is/diss/>
Notices
• **ATTENTION:** Effective 15 MARCH 2021, DISS will be the Federal System of Record for all Eligibility, Access, and Visit data.
• Please contact the Customer Call Center (CCC) to report data discrepancies.
• All Personally Identifiable Information (PII) updates for Subject data, such as name changes, are to be reported to the Customer Call Center (CCC) with supporting documentation.
• DISS interfaces with the Central Verification System (CVS) as the Federal System of Record for eligibility determinations.
• **ATTENTION:** Please be aware that the first time you login to DISS you will have to register your PIV card. Your Account Manager will provide your initial User ID and Password to register.
***When logging in with your PIV you must select the certificate that you registered with.
*** This process will need to occur each time you receive a new or replacement PIV.
• DISS will ONLY accept the DD FORM 2962 Volume 2, JAN 2020. This Personnel Security System Access Request (PSSAR) form version is available on the DCSA website.
Contact the Customer Call Center (CCC) for assistance with using the system.
CLOSURE NOTICE

CT Last Updated on: May 4, 2021
Prod Deployment Date: May 20, 2021

Action Panel

Bulletin Board and Work Bench

Notifies users of newly implemented enhancements to JVS

Notices for users of important information in support of JVS

The Action Side brings up work to be done on the work bench

HIGHER ECHELON USERS

DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY



Who We Are, What are Our Roles



Hierarchy Manager:

- Head of the Security Management Office (SMO)
- Create SMO Tree
- In addition to all privileges of an Account Manager

Account Manager:

- Manages user provisioning within organization
- Performs tasks such as creating and maintaining user profiles, roles, and permissions
- May work in subordinate “child” SMOs

View the SMO Tree



Communications
Task Inbox
Unread Notifications: 7389

User Management
My User Detail
View Users
User Search:

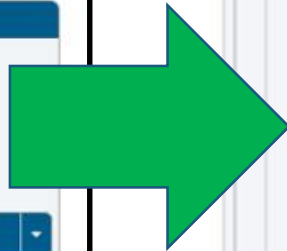
Search Users

SMO
View Current SMO
View SMO Tree
Create SMO
Create SMO Visit
View SMO Visits
Current SMO:
DISS
Set Default SMO

Organization
View Current Organization
Search Organizations
Create Organization

Subject
View Subjects
Mass Subject Transfer
Mass Indoctrination
Mass Debrief
Subject Search:

Search Subjects
Create Subject
SII Search



Too many children for SMO tree view. Use SMO search instead.

Note that if part of a very large tree, users will get a warning banner instead of a Tree Display

Search SMOs



Communications

Task Inbox
Unread Notifications: 7389

User Management

My User Detail
View Users
User Search:

Search Users

SMO

[View Current SMO](#)
[Search SMOs](#)
[Create SMO](#)
[Create SMO Visit](#)
[View SMO Visits](#)
Current SMO:

DISS

Set Default SMO

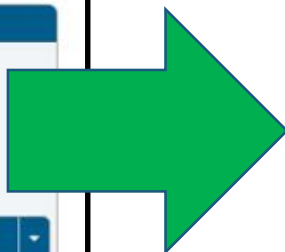
Organization

[View Current Organization](#)
[Search Organizations](#)
[Create Organization](#)

Subject

[View Subjects](#)
[Mass Subject Transfer](#)
[Mass Indoctrination](#)
[Mass Debrief](#)
Subject Search:

Search Subjects
[Create Subject](#)
[SII Search](#)



About JVS

SMO Search

Find SMO

SMO Attributes

SMO Name:

Organization Attributes

CAGE Code:

Unit Identification Code:

U.S. Joint Organization:

Select Joint Organization Code

U.S. Agency Code:

Service Organization Code:

Non U.S. Agency Code:

Sub Agency Code:

Location Attributes

Address Line 1:

Address Line 2:

City:

State:

State/Territory

Zip Code:

Country:

Country

Search

Reset

Create SMOs



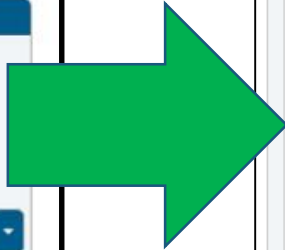
Communications
Task Inbox
Unread Notifications: 7389

User Management
My User Detail
View Users
User Search:
Enter SSN or Pseudo SSN
Search Users

SMO
View Current SMO
View SMO Tree
Create SMO
View SMO Visits
Current SMO:
DISS
Set Default SMO

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Search Subjects
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SII Search



About JVS **Create SMO**

Organization Details Contact Information Preferences & Designations Confirmation

Organization Details

Parent SMO: DISS

*Organization: Select Organization

Organization Type:

U.S. Agency Code:

Service Organization Code:

Sub Agency Code:

*Activation Date: 2021/05/28

*SMO Name Prefix:

*SMO Name Text:

*SMO Name Index:

Complete SMO Name: --

SON Mapping

SON	Options
-----	---------

The process model at the top of the page walks users through the process and indicates progress with the highlighted arrow

Move SMOs (Hierarchy Change Request)



- If there are SMOs not within your hierarchy and you are not provisioned for the SMO, you will need to submit a [Hierarchy Change Request \(HCR\)](#).

HIERARCHY CHANGE (Parent-Child)	
SMO CHILD TO BE MOVED	NEW PARENT SMO
** 835Q3-PerSecPros Client Support 1	835Q3 - PerSecPros Client Support-2

- Send the HCR to dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil.

Create Subject



Communications
Task Inbox
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User Management
My User Detail
View Users
User Search:
Enter SSN or Pseudo SSN
Search Users

SMO
View Current SMO
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Search SMOs
Create SMO
Create SMO Visit
View SMO Visits
Current SMO:
DISS
Set Default SMO

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Mass Debrief
Subject Search:
Enter SSN or Pseudo SSN
Search Subjects
Create Subject

About JVS Create Subject

Subject Information
*SSN: ☐ PSSN *Date of Birth:
*First Name: *Last Name:
*Birth Country: Suffix:
*Birth State: *Gender:
*Birth City: *Marital Status:

***Citizenship Information (0)**

Country	Citizenship Date	Citizenship Type	Renunciation Date	Options
No records found.				
Add Citizenship				

Category and Relationship
*Category Type:
Industry Classification Code:
Projected Separation Date:
Comments:
75 characters remaining.

Create Subject

Create User—Program Security System Access Request (PSSAR)



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

HOME ABOUT US MISSION CENTERS INFORMATION SYSTEMS CAREERS CONTACT US

HOME > INFORMATION SYSTEMS > DEFENSE INFORMATION SECURITY SYSTEM (DISS) > DISS RESOURCES

DISS

DISS Resources

DISS FAQs

DISS Alerts

DISS Contact Information

DISS Resources

General Information

Access Request

Data Quality

- DISS Account Management Policy
- DISS Account Request Procedure
- PSSAR Form
- PSSAR Industry FAQs

☐ ENROLLER ☐ TRANSACTION VIEWER

c. ADDITIONAL CAGE/ORGANIZATION CODE(S):

DD FORM 2962, Vol 2, JAN 2020

THIS...

☐ LEVEL 10 VISITOR MANAGEMENT

d. PERMISSION REQUESTED: ☐ INITIATE PSI

DD FORM 2962 V1, FEB 2020

NOT THIS

- Use the DCSA DD FORM 2962 and complete in its entirety (**not** P&R form)
- Industry sends PSSAR to dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil

Note: PSSAR FAQs are at <https://www.dcsa.mil/is/diss/dissresources/>

Create User



Communications

Task Inbox
Unread Notifications: 7389

User Management

My User Detail
View Users
User Search:
Enter SSN or Pseudo SSN
Search Users

SMO

View Current SMO
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Search SMOs
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View SMO Visits
Current SMO:
DISS
Set Default SMO

Organization

View Current Organization
Search Organizations
Create Organization

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Mass Indoctrination
Mass Debrief
Subject Search:
Enter SSN or Pseudo SSN
Search Subjects
Create Subject
SII Search

About JVS

User Detail

User Information

Name: Stan T. Mann
Status: Active
*Business Phone:
*Business Email:
Registration User ID: stanmann76
Generate User ID
Registration Password:
Generate Password
Password Confirmation:

Available

-DISS
-Army
-Navy
-AF
-DoD Civilian
-Other Federal Agencies
-VROC
-Other SMO

Assigned

Roles

Role: No Assigned SMO
Set Default SMO

Available

-Security Officer
-Security Officer Admin
-Physical Access Control Personnel
-Security Officer Visit Admin
-Account Manager
-Hierarchy Manager
-Human Resource Manager

Assigned

Use the PSSAR information to set up the user's SMO & roles note that optional roles are available

TYPE OF REQUEST		
<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> MODIFICATION	<input type="checkbox"/> DEACTIVATE
a. SMO NAME:		ORGANIZATION/AGENCY CODE
b. ROLE REQUESTED AND OPTIONAL PERMISSIONS (MARK ALL THAT APPLY):		
<input checked="" type="checkbox"/> SECURITY OFFICER	<input type="checkbox"/> SECURITY OFFICER ADMIN	
<input type="checkbox"/> MANAGE POLYGRAPH	<input type="checkbox"/> UPDATE SUBJECT INFORMATION	<input type="checkbox"/> SUSPEND ACCESS
<input checked="" type="checkbox"/> VIEW SCI ACCESS	<input type="checkbox"/> GRANT NON-SCI ACCESS	<input type="checkbox"/> MANAGE TASKS
<input type="checkbox"/> MANAGE SCI ACCESS	<input type="checkbox"/> REMOVE NON-SCI ACCESS	<input type="checkbox"/> MANAGE POLYGRAPH
<input type="checkbox"/> REVIEW INVESTIGATION REQUEST	<input type="checkbox"/> ESTABLISH SUBJECT RELATIONSHIP	<input type="checkbox"/> VIEW SCI ACCESS
<input type="checkbox"/> COMPONENT ADJUDICATOR	<input type="checkbox"/> MANAGE FOREIGN RELATIONSHIPS	<input type="checkbox"/> MANAGE SCI ACCESS
	<input type="checkbox"/> REMOVE SUBJECT	<input type="checkbox"/> VIEW SMO

USER FUNCTIONS

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**





User Roles

- Security Managers
- Security Officers
- Security Officer Administrator
- Security Officer Visit Administrator

User Permissions

- Subject Management
- NDA Submission Process
- Access Management
- Visit Requests



SUBJECT MANAGEMENT

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



Search Subject



Subject

[View Subjects](#)
[Mass Subject Transfer](#)
[Mass Indoctrination](#)
[Mass Debrief](#)

Subject Search:

[Search Subjects](#)

[Create Subject](#)

User enters either an SSN or PSSN in the search box and Clicks "Search Subjects"

Subject Summary



Communications

Task Inbox
Unread Notifications: 12427

User Management

My User Detail

SMO

View Current SMO
View SMO Tree
Search SMOs
Create SMO Visit
View SMO Visits
Current SMO:
DISS
Set Default SMO

Organization

View Current Organization
Search Organizations

Subject

View Subjects
Mass Subject Transfer
Mass Indoctrination
Mass Debrief
Subject Search:
Enter SSN or Pseudo SSN
Search Subjects
Create Subject
SII Search

About US

Subject Summary

Stan T. Mann

Subject Details

SSN: 746-01-5549
DOB: 1976/05/28
Place Of Birth: St. Louis, AA, United States
Exception Code: None
Supporting Investigation: None
Incident Report:
DoD EDI PN:
Eligibility Level: None
Eligibility Determination: None
Open Investigation: No
NDA Signed Date:
NDS Signed Date:

SII Search Report Incident

Citizenship Information (0)

Country	Citizenship Date	Citizenship Type	Renunciation Date
United States	1976/05/28		

Accesses (0)

Type	Status	Indoctrination Date	Granted By	Subject Category	Expand
No records found.					

Continuous Evaluation (0)

Activity Description
No records found.

Adjudication History (0)

Activity
No records found.

Investigation History (0)

Note: You can not view your own record. You will get an error message.

Subject Details



Subject Management actions will primarily be achieved working at the Tabs on the Subject Detail Screen

Stan T. Mann

SSN: 746-01-5549 DoD EDI PN: [redacted]
DOB: 1976/05/28 Eligibility Level: [redacted]
Place Of Birth: St. Louis, AA, United States Eligibility Determination: [redacted]
Exception Code: None Open Investigation: [redacted]
Supporting Investigation: None NDA Signed Date: [redacted]
Incident Report: [redacted] NDS Signed Date: [redacted]

Citizenship Information (0)

Country	Citizenship Date
United States	1976/05/28

Accesses (0)

Type	Status	Incident Date
No records found.		

Subject Actions

Basic Info. Contact Info. Other Subject Details SMO Relationships Incidents Accesses CSRs/RFAs Subject Documents Foreign Travel

- Citizenship (1)
- Investigation Requests (0)
- Adjudication History (0)
- Continuous Evaluation (0)
- Investigation History (0)
- HSPD-12 and Suitability Determinations (0)
- Subject Personal Information

Subject Details—Example SMO Relationships



Subject Actions

Basic Info. Contact Info. Other Subject Details. **SMO Relationships** Incidents Accesses CSRs/RFAs Subject Documents Foreign Travel

Categories (1)

Category	Effective Date	Separation Date	Expand
Presidential Appointees of all Federal Government Agencies	2021/05/28		

Add Category

Category Organizations (0)

Organization Name	Category Name	Begin Date	End Date	Options
No subject organizations exist.				

Add Organization

Relationships (1)

Category	Relationship	SMO	Begin Date	End Date	Options	Expand
Presidential Appointees of all Federal Government Agencies	Owning	DISS	2021/05/28			

Add Relationship

If no SMO details...

Add a category...

And a relationship



NDA SUBMISSION PROCESS

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



Subject Details—Accesses > Add NDA



Subject Actions

Basic Info. Contact Info. Other Subject Details SMO Relationships Incident **Accesses** SRs/RFAs Subject Documents Foreign Travel

▼ NDA and NDS History (0)

NDA/NDS	Signed Date ▼	Effective Date ↕	Show Document
No Prior NDA or NDS			
			Add NDA/NDS

► One-Time Access (0)

► Access (0)

► Visits (0)

Select the
green Add
NDA/NDS link



Add NDA/NDS—Upload Document

Enter Date and
Doc name

Upload Document

Select PDF document to upload and provide Signed Date

*Signed Date:

*Document Name:

Document Description:

250 characters remaining.

*Document Type:

*Document:

NDA

NDS

Select type
from pulldown

Open

< > > This PC > Documents > NDA-NDS-etc

Search NDA-NDS-etc

Organize New folder

Name	Date modified	Type	Size
dd2962v2	5/10/2021 9:14 AM	Adobe Acrobat D...	56 KB
MOH CERT	5/26/2021 7:53 AM	Adobe Acrobat D...	33 KB
NDA for training	6/2/2021 10:41 AM	Microsoft Word D...	12 KB
NDA for training	6/2/2021 10:50 AM	Adobe Acrobat D...	35 KB
Silent Node	6/2/2021 10:50 AM	Microsoft Word D...	12 KB
Silent Node	6/2/2021 10:51 AM	Adobe Acrobat D...	33 KB
UPDATED: H...	4/20/2021 11:10 AM	Adobe Acrobat D...	524 KB

File name:

All files

Upload Document

Select PDF document to upload and provide Signed Date

*Signed Date:

*Document Name:

Document Description:

*Document Type:

*Document:

Note: the “+Document” uploads the document to the queue, “Add Document” uploads that document to JVS

NDA/NDS History



Approved

Approved

Subject Actions

Basic Info.

Contact Info.

Other Subject Details

SMO Relationships

Incidents

Accesses

CSRs/RFAs

Subject Documents

Foreign Travel

NDA and NDS History (1)

NDA/NDS	Signed Date	Effective Date	Show Document
NDA	2021/05/24	2021/06/02	View Document
<div>Add NDA/NDS</div>			

Pending

NDA and NDS History (1)			
NDA/NDS	Signed Date	Effective Date	Show Document
NDA	2020/09/10	2020/09/11	Pending Approval from CATS
Add NDA/NDS			

When submitted, JVS automatically sends an NDA/NDS Review task to CATS

Rejected NDA



Communications

Task Inbox
Unread Notifications: 12427

User Management

My User Detail

SMO

View Current SMO
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Current SMO:
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Search Organizations

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Subject Search:
Enter SSN or Pseudo SSN
Search Subjects
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SII Search

If rejected, a message will appear in the Task Inbox

About JVS | Subject Details * | Task Inbox * | Subject Summary *

Assigned Tasks | Unassigned Tasks

Active Tasks Assigned (0)

Task Name	Description
NDA Approval – NDA Revision	NDA Revision

When rejected, the Security Officer has a task to revise the NDA before resubmitting



ACCESS MANAGEMENT

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



Granting Access



Subject Actions

Basic Info.

Contact Info.

Other Subject Details

SMO Relationships

Incidents

Accesses

CSRs/RFAs

Subject Documents

Foreign Travel

NDA and NDS History (1)

One-Time Access (0)

Access (0)

Visits (0)

Access Level	Status	Indoctrination Date	Granted By	Subject Category	Expand
No records found.					

Grant New Access

One Time Access

Access Information

*Owning Relationship:Presidential Appointees of all Fed

*Access Level:Select One

*Indoctrination Date:yyyy/mm/dd

Attestation Date:yyyy/mm/dd

Attestation Document:☐Add Document

NDA and NDS

*NDA Date:2021/05/24

NDA Document:Signed NDA

NDS Date:yyyy/mm/dd

NDS Document:Not Provided

Save

Cancel

Grant Access

Grant New Access



Grant New Access

One Time Access

Access Information

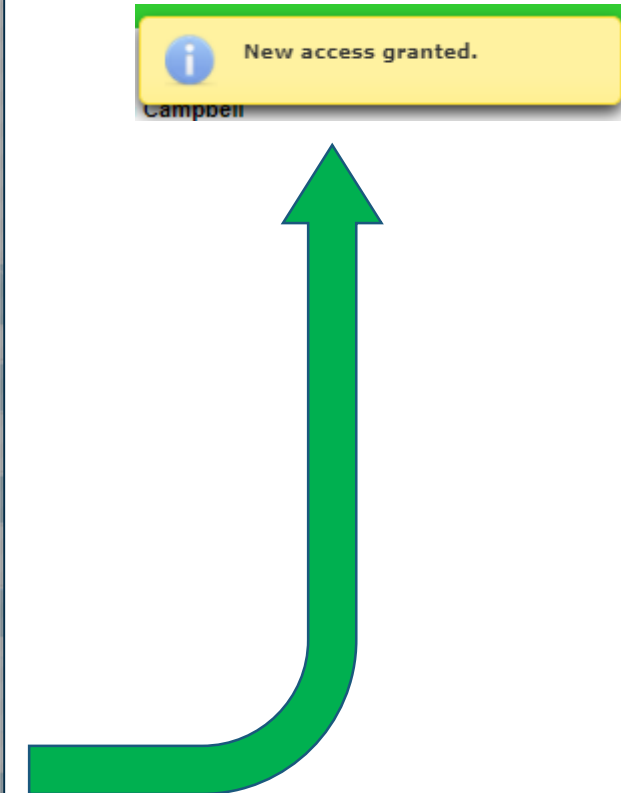
*Owning Relationship: Presidential Appointees of all Federal Government Employees
*Indoctrination Date: 2021/05/25
Attestation Date: 2021/05/25
*Access Level: Select One
Attestation Document: Select One
Temporary Confidential
Temporary Secret
Temporary Top Secret

NDA and NDS

NDA Date: 2021/05/24
NDA Document: Signed NDA
NDS Date: yyyy/mm/dd
NDS Document: Not Provided

Save Cancel

Enter Owning Relationship and Date



Access Status



Access (1)					
Access Level	Status	Indoctrination Date	Granted By	Subject Category	Expand
Temporary Top Secret	ACTIVE	2021/05/25	DISS	Presidential Appointees of all Federal Government Agencies	
					Grant Access

Access (1)					
Access Level	Status	Indoctrination Date	Granted By	Subject Category	Expand
Temporary Top Secret	ACTIVE	2021/05/25	DISS	Presidential Appointees of all Federal Government Agencies	
<div> <div>Access Information</div> <div> <div>Granted Date: 2021/06/02</div> <div>Attestation Date: 2021/05/25</div> </div> <div>Subject Category: Presidential Appointees of all Federal Government Agencies</div> <div>Attestation Document:</div> </div> <div> <div>Debrief Information</div> <div> <div>Debrief Date:</div> <div>Debrief Type:</div> </div> <div>Access Removal Reason:</div> <div>Access Removal Date:</div> </div> <div> <div>Debriefing SMO:</div> <div>Debrief Comments:</div> </div>					
Associated Relationships					
Type	SMO Name	Begin Date	ICC	End Date	Term. Reason
Owning	DISS	2021/05/28			
					<div>Debrief Access</div> <div>Suspend Access</div> <div>Grant Access</div>

When expanded the Associated Relationships show to include Type, SMO Name, Begin Date, Industry Classification Code (ICC), End Date and Termination Reason.

VISIT REQUESTS

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



Create SMO Visit



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About JVS

ATTENTION DISS USER

Please review the DISS 13.4.3

DISS 13.4.3 Enhancements

- The following enhancements

Description	User Guide Section(s)
Manage SMO Actions: Edit Affiliation	3:3.1.7 and 3:3.1.8
Remove Suspend Access Label	3:5.1.42

- The JVS User Manual is available within the JVS application. Once logged into JVS, select the Help link and you will be redirected to the JVS User Manual.

New Visit

Select SMO SMO Location Visit Information Confirmation

Select a SMO

*Select hosting SMO: ☐ Current SMO ☒ Find Hosting SMO

Next Cancel

New Visit

Select SMO SMO Location Visit Information Confirmation

Select a SMO

*Select hosting SMO: ☐ Current SMO ☒ Find Hosting SMO

Find Hosting SMO

Find SMO

SMO Attributes

SMO Name:

Organization Attributes

CAGE Code: Unit Identification Code:

U.S. Joint Organization: U.S. Agency Code:

Service Organization Code: Non U.S. Agency Code:

Sub Agency Code:

Location Attributes

New Visit

Select SMO SMO Location Visit Information Confirmation

Select Location

Select a SMO (DISS) Location to host the visit:

☒ Existing SMO Location ☐ Temporary Visit Location ☐ No Location

Visit Location

Existing SMO Locations (1)				
Addr.	City	State	Zip+Ext.	Country
576 47th Pl	Oakland	CA	94705	USA

Back Next Cancel

Find & Select SMO



New Visit

Results list is too large, please refine your search

Select SMO SMO Location Visit Information Confirmation

Select a SMO

*Select hosting SMO: ☐ Current SMO ☒ Find Hosting SMO

Find Hosting SMO

Find SMO

SMO Attributes

SMO Name: Navy

Organization Attributes

CAGE Code: Identification Code: Unit:

U.S. Joint Organization: Select Joint Organization Code U.S. Agency:

Service Address Line 2:

City: State: State/Territory

Zip Code: Country: Country

Search Reset

SMO Search Results

Enter data into one of the data fields, such as SMO Name

If the search is too broad, it will generate an error banner

Search based on the criteria entered

Select SMO



Search Reset

▼ SMO Search Results

1 2 3 4 5 6 7 8 9 10

SMO Name	Status	Organization
Navy	Active	Director of Administration and Management
U.S. NAVY SUPPORT ELEMENT	Active	NSE Pulaski Cty
CENTER FOR ANTI-TERRORISM AND NAVY SECURITY FORCES	Active	COMFORTNGDCSA

Search results are listed at the bottom of the page

Search Reset

▼ SMO Search Results

1 2 3 4 5 6 7 8 9 10

SMO Name	Status	Organization	Organization Type	Facility Clearance
Navy	Active	Director of Administration and Management	DoD Civilian Agency	Top Secret
U.S. NAVY SUPPORT ELEMENT	Active	NSE Pulaski Cty	Uniformed Service	Secret
CENTER FOR ANTI-TERRORISM AND NAVY SECURITY FORCES	Active	COMFORTNGDCSA	Uniformed Service	Secret

Next Cancel

Highlight the desired SMO and click next

Visit Information



New Visit

Select SMO > SMO Location > **Visit Information** > Confirmation

Visit Details

*Visit Name:

*Start Date:

*End Date:

*Access Level:

*Reason:

Visit Notes:

1000 characters remaining

Point of Contact Information

*First Name:

*Last Name:

*Phone Number:

Extension:

Email:

Contact Notes:

500 characters remaining

Fill in all pertinent information; at a minimum, all boxes with an *

Pull downs provide a menu for Reason and Access level

Visit Confirmation



New Visit

Select SMO

SMO Location

Visit Information

Confirmation

SMO Organization Details

SMO Name: Navy

Organization: Director of Administration and Management

U.S. Agency Code: DLAM

Parent SMO: DISS

Organization Type: DoD Civilian Agency

Sub Agency Code: DLAM

SMO Location Details

SMO Location Type: New Location

Address Line 1: Big Boat

City: Bay City

Zip Code: 71717

Address Line 2:

State: Arkansas

Country: United States

Visit Details

Visit Name: Army Birthday

Visit Start Date: 2021/06/14

Visit Access Level: Secret

Visit End Date: 2021/06/14

Visit Reason: Other

Visit Notes:

Point of Contact Information

First Name: G. I.

Phone Number: 7035551212

Email:

Contact Notes:

Last Name: Joe

Extension:

Upon completion of the Visit information, a Confirmation page will appear: completing the process

View SMO Visits—Visit Management



Communications
Task Inbox
Unread Notifications: 12427

User Management
My User Detail

SMO
View Current SMO
View SMO Tree
Search SMOs
Create SMO Visit
View SMO Visits
Current SMO:
DISS
Set Default SMO

Organization
View Current Organization
Search Organizations

Subject
View Subjects
Mass Subject Transfer
Mass Indoctrination
Mass Debrief
Subject Search:
Enter SSN or Pseudo SSN
Search Subjects
Create Subject
SII Search

About JVS **SMO Visits**

SMO Visit Search Criteria
Start Date After: 2020/06/03 End Date Before: 2022/06/03
SMO Type: ☒ Hosting SMO ☐ Creating SMO
Visit Status: ☐ Created ☒ Active ☐ Cancelled ☐ Archived/Completed
Find Visits

SMO Visits (2)

Visit Name	Visit Reason	Creating SMO	Hosting SMO	Access Level	Start Date	End Date	Visit Status	Expand
Test CATS-38192	Meeting	DISS	DISS	Secret	2021/04/28	2021/04/30	Active	
CA 2445602	Meeting	DISS	DISS	Secret		2021/05/28	Active	

Create New Visit

About JVS **SMO Visits** **Visit Details**

Visit Name: Army Birthday

Access Level: Secret

Creating SMO: DISS

Start Date: 2021/06/14

POC Name: Campbell, Jim

POC Email:

Visit Notes:

Contact Notes:

Visit Status: Created

Hosting SMO: DISS

Reason: Other

End Date: 2021/06/14

POC Number: 7035551212

POC Extension:

Visit Actions

Visit Location

Visit Subjects (0)

Clicking on a visit in the list will open visit details for that visit

View SMO Visits—Visit Actions



Visit Details allows users to manage the SMO visits via the Visit Actions pull down

About JVS | **SMO Visits** | **Visit Details**

Visit Name: Army Birthday
Access Level: Secret
Creating SMO: DISS
Start Date: 2021/06/14
POC Name: Campbell, Jim
POC Email:
Visit Notes:
Contact Notes:

Visit ID: 12345678
Hosting SMO: [redacted]
Reason: Other
End Date: 2021/06/14
POC Number: 7035551212
POC Extension:

Visit Location

Address	City	State	Zip+Ext.	Country
576 47th Pl	Oakland	California	94705	United States

Visit Subjects (0)

Visit Actions

- Visit Information
- Edit Visit Information
- Visit Status
- Cancel Visit
- Activate Visit
- Archive Visit

Users can edit, cancel, and change visit information here

TAKE-AWAYS

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



Quick Tips



- When searching SMOs in DISS the asterisk (*) is not required for a “wild card” search
- DISS application works best with the following web browsers: Edge, Version 11 or above, Mozilla Firefox, or Chrome. Inactivity in DISS for more than 10 minutes will cause log out; a warning is posted at 8 minutes
- If you haven’t been provisioned for the right SMO(s), and cannot see your hierarchy, you’ll need to contact DCSA at dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil to request changes to your provisioned account
- If your hierarchy is inaccurate (missing SMOs, incorrect parent to child relationships, etc.) you will need to complete a Hierarchy Change Request (HCR) form
- Failure to login within 30 days will lock your account; 45 days the account will be deactivated

Support Contacts



Knowledge Center Inquiries

Other DCSA Offices

DCSA Policy	DSS.quantico.DSS-hq.mbx.policyhq@mail.mil
DCSA Facebook	https://www.facebook.com/DCSA.Stakeholders
DCSA Twitter	https://twitter.com/DSSPublicAffair

Background Investigations

DCSA's System Liaison	724-794-5612, Ext. 4600 or eQIP@nbib.gov
For Technical Issues with e-QIP	866-631-3019
For Agent's/ Investigator's Identity or Status	1-888-795-5673 or RMFSIMSST@nbib.gov

DoD CAF Call Center

Phone	301-833-3850* (SSOs and FSOs ONLY)
Menu Options	5 -Industry
Email	dcsa.meade.dcsa-dvd.mbx.dodcaf-callcenter@mail.mil

* Temporarily suspended due to COVID-19

DOHA

Phone	866-231-3153
Website	dohastatus@ssdgc.osd.mil

Q & A

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