

# Defense Information System for Security Joint Verification System

JVS FOR INDUSTRY

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

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# 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



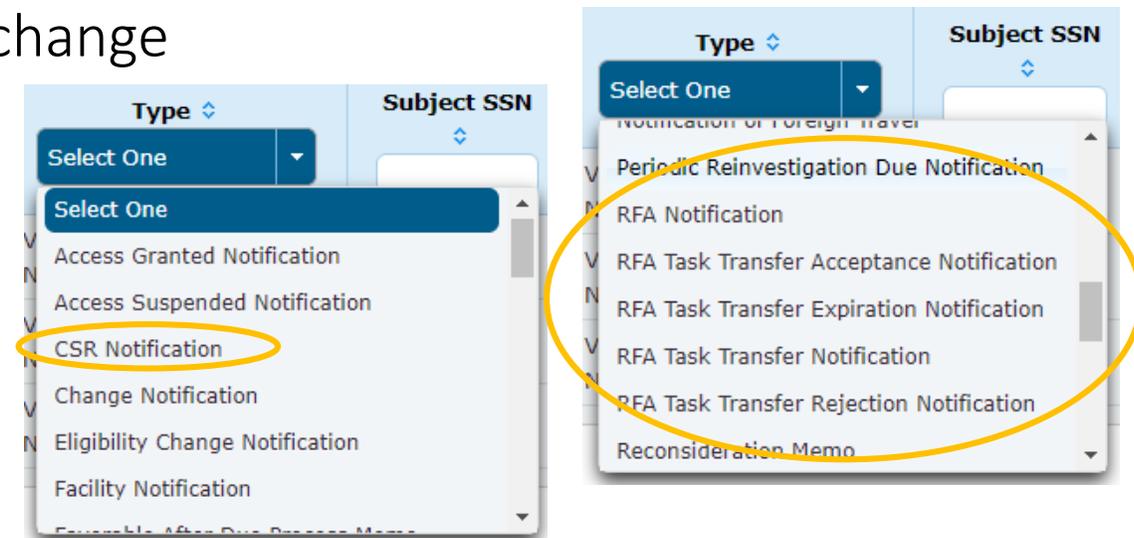
# What is DISS



- 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)





# JVS Home Page Orientation

**Communications**

Task Inbox  
Unread Notifications: 12427

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**User Management**

My User Detail

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**SMO**

View Current SMO  
View SMO Tree  
Search SMOs  
Create SMO Visit  
View SMO Visits

**Current SMO:**

DISS ▼

Set Default SMO

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**Organization**

View Current Organization  
Search Organizations

---

**Subject**

View Subjects  
Mass Subject Transfer  
Mass Indoctrination  
Mass Debrief

Search Subjects

Create Subject  
SII Search

**About JVS**

CT Last Updated on: May 4, 2021

**ATTENTION DISS USERS!**

Please review the DISS 13.4.3 Release Features and related operational notices.

**DISS 13.4.3 Enhancements** Prod Deployment Date: May 20, 2021

- The following enhancements were included in this release:

Change Description	Version
Manage SMO Actions: Edit Affiliated Organization and Manage Clearance Level	3.3.1.1
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 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 u
- Contact the Customer Call Center (CCC) to report data discrepancies or to request assistance with using the system.

**CLOSURE NOTICE**

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

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# HIGHER ECHELON USERS

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# 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



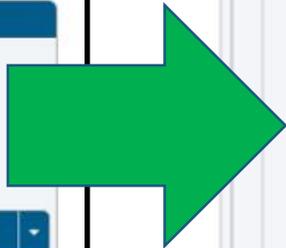
**Communications**  
Task Inbox  
Unread Notifications: 7389

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

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



About JVS x SMO Tree x

DISS  
(Hierarchy Manager, Security Manager)

PSMO  
(\*)

835Q35 - PERSONNEL SECURITY PROFESSION  
(Security Manager, Hierarchy Manager)

835Q3-PerSecPros Client Support-2  
(Security Manager, Hierarchy Manager)

835Q3-PerSecPros Client Support-1  
(Hierarchy Manager, Security Manager)

Parent

Child

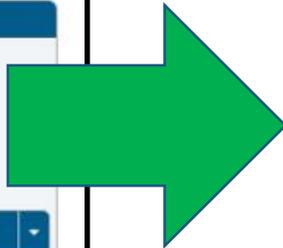
**i** Too many children for SMO tree view. Use SMO search instead.

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:**
  - Enter SSN or Pseudo SSN
  - Search Users
- SMO**
  - View Current SMO
  - Search SMOs**
  - 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:**
  - Enter SSN or Pseudo SSN
  - 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**

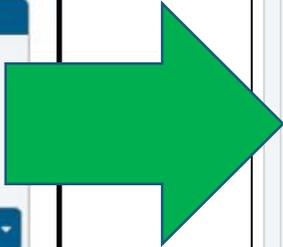
Zip Code:  Country: **Country**

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
- Organization
  - View Current Organization
  - Search Organizations
  - Create Organization
- 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 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
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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](mailto:dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil).

# Create Subject



- Communications**
  - Task Inbox
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- User Management**
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  - User Search:**
  - Enter SSN or Pseudo SSN
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- SMO**
  - View Current SMO
  - View SMO Tree
  - 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:**
  - 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

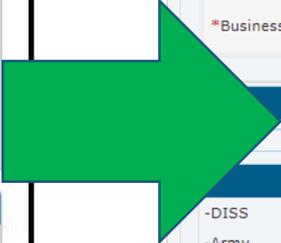
- Use the DCSA DD FORM 2962 and complete in its entirety (**not** P&R form)
- Industry sends PSSAR to [dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil](mailto:dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil)

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
  - View SMO Tree
  - 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:
    - Enter SSN or Pseudo SSN
    - Search Subjects
  - Create Subject
  - SII Search



### About JVS User Detail

#### User Information

Name: Stan T. Mann  
Status: Active  
Registration User ID: stanmann76  
Registration Password: [ ]  
Password Confirmation: [ ]

\*Business Phone: [ ]  
\*Business Email: [ ]

Generate User ID  
Generate Password

#### Available

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

#### Assigned

Role: No Assigned SMO

#### Roles

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"/>
<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

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# USER FUNCTIONS

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## User Roles

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

## User Permissions

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



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# SUBJECT MANAGEMENT

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# Search Subject



- ▼ **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

- ▼ **Subject**
  - View Subjects
  - Mass Subject Transfer
  - Mass Indoctrination
  - Mass Debrief
  - Subject Search:**
  - Enter SSN or Pseudo SSN
  - 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 Dismissal
  - Subject Search:
    - Enter SSN or Pseudo SSN
    - Search Subjects
  - Create Subject
  - SII Search

About VS **Subject Summary**

### Stan T. Mann [Subject Details](#)

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

#### Investigation History (0)

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

# Subject Details



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

# 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



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# NDA SUBMISSION PROCESS

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# 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			
			<a href="#">Add NDA/NDS</a>

**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: 2021/05/24

\*Document Name: Silent Node

Document Description:

250 characters remaining.

\*Document Type: Select One

\*Document: Select One

NDA

NDS

Add Document Cancel

Select type from pulldown

**Upload Document**

Select PDF document to upload and provide Signed Date

\*Signed Date:

\*Document Name:

Document Description:

\*Document Type: NDA

\*Document: + Document

Add Document Cancel

Open

This PC > Documents > NDA-NDS-etc

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: Silent Node

All files

Open Cancel

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

# NDA/NDS History



## 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	<a href="#">View Document</a>

Add NDA/NDS

## Pending

▼ NDA and NDS History (1)

NDA/NDS	Signed Date	Effective Date	Show Document
NDA	2020/09/10	2020/09/11	<a href="#">Pending Approval from CATS</a>

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
  - 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

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



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# ACCESS MANAGEMENT

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# 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)

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

▶ Visits (0)

**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 Document:  Add Document

Attestation Date: yyyy/mm/dd

▼ 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 Federa...  
\*Access Level: Select One  
\*Indoctrination Date: 2021/05/25  
Attestation Document: Select One  
Attestation Date: 2021/05/25

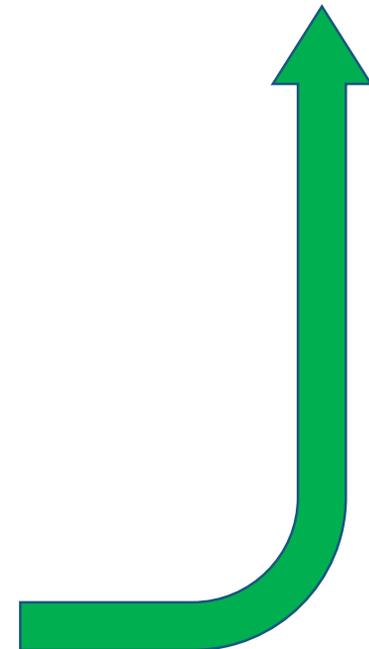
**Non-Confidentiality and NDS**

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

New access granted.



# 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	

**Access Information**

Granted Date: 2021/06/02      Attestation Date: 2021/05/25

Subject Category: Presidential Appointees of all Federal Government Agencies      Attestation Document:

**Debrief Information**

Debrief Date:      Debrief Type:

Access Removal Reason:      Access Removal Date:

Debriefing SMO:      Debrief Comments:

**Associated Relationships**

Type	SMO Name	Begin Date	ICC	End Date	Term. Reason
Owning	DISS	2021/05/28			

[Debrief Access](#)   [Suspend Access](#)   [Grant Access](#)

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

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# VISIT REQUESTS

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# Create SMO Visit



- 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

A New Visit Process model appears on the work bench

**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

Search based on the criteria entered

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

# 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:  
  
000 characters remaining

**Point of Contact Information**

\*First Name:

\*Last Name:

\*Phone Number:

Extension:

Email:

Contact Notes:  
  
500 characters remaining

Back

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** [X]

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

**SMO Organization Details**

SMO Name:	Navy	Parent SMO:	DISS
Organization:	Director of Administration and Management	Organization Type:	DoD Civilian Agency
U.S. Agency Code:	DLAM	Sub Agency Code:	DLAM

**SMO Location Details**

SMO Location Type:	New Location		
Address Line 1:	Big Boat	Address Line 2:	
City:	Bay City	State:	Arkansas
Zip Code:	71717	Country:	United States

**Visit Details**

Visit Name:	Army Birthday		
Visit Start Date:	2021/06/14	Visit End Date:	2021/06/14
Visit Access Level:	Secret	Visit Reason:	Other

Visit Notes:

**Point of Contact Information**

First Name:	G. I.	Last Name:	Joe
Phone Number:	7035551212	Extension:	

Email:  
Contact Notes:

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

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

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

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)

# View SMO Visits—Visit Actions



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

The screenshot shows the 'Visit Details' page for a visit named 'Army Birthday'. The page includes a navigation bar with 'About JVS', 'SMO Visits', and 'Visit Details' (highlighted with a yellow circle). The main content area displays visit details such as Access Level (Secret), Creating SMO (DISS), Start Date (2021/06/14), POC Name (Campbell, Jim), POC Email, Visit Notes, and Contact Notes. A 'Visit Location' section contains a table with columns for Address, City, State, Zip+Ext., and Country. Below this is a 'Visit Subjects (0)' section. On the right side, a 'Visit Actions' dropdown menu is open (highlighted with a yellow circle), listing options: Visit Information, Edit Visit Information, Visit Status, Cancel Visit, Activate Visit, and Archive Visit.

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

Users can edit, cancel, and change visit information here



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# INVESTIGATION REQUESTS

## (INDUSTRY ONLY)

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**DEFENSE  
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# Initiate Investigation Request



- 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 | Subject Details | Subject Summary

### Sam Grant

SSN:	746-03-5549	DoD EDI PN:	
DOB:	1976/07/04	Eligibility Level:	None
Place Of Birth:	Point Pleasant, OH, United States	Eligibility Determination:	None
Exception Code:	None	Open Investigation:	No
Supporting Investigation:	None	NDA Signed Date:	
Incident Report:		NDS Signed Date:	

Basic Info. | Contact Info. | Other Subject Details | SMO Relationships | Incidents | Accesses | CSRs/R... |

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

Subject Actions

- CSR/Provide Supplemental Information
- CSR/Request Reciprocity
- Initiate Investigation Request
- SII Search

Owning relationship required and one of the following Industry roles:  
Security Officer  
Security Manager

# Investigation Scope



The Investigation Request Process serves as a progress tracker

Navigation tabs: About JVS | Subject Details \* | Subject Summary \* | Investigation Request \*

Subject: Sam Grant  
Category: Industry  
SSN: 746-03-5549  
Active Request: YES

Progress Tracker: Investigation Scope (Active) → Additional Scope Information → Treasury Account → Coverages and FIPC → Additional Request Information → Deployment → Summary

**Investigation Scope**

*Requested Eligibility:	Select Eligibility	Select Eligibility	Secret
*Investigation Type:	Select Investigation	Periodic Reinvestigation: <input type="checkbox"/>	Tier 3
Override Justification:	Select Justification		Select Justification
Investigative Requirement:	Initial		Initial
Break In Service:	<input type="checkbox"/>		Top Secret
			Tier 5
			Select Justification
			Initial

Buttons: Save | Next

Clicking "Select Eligibility" opens a pull down of choices; the selection will auto populate the Tier at "Investigation Type"

# Investigation Request Tracking



**Additional Scope**

Form Type: SF-86

\*Access Eligibility: **Top Secret**

\*Sensitivity/ADP: **Select Sensitivity**

Geographic Location:

\*Applicant Affiliation: **Industry**

Obligating Document Number:

\*Contract Number: HDROT-01

**Coverages and FIPC**

**Extra Coverages/Advance Results**

**Available**

- Investigator Position
- Astronaut Position
- Catch'em in CONUS
- Catch'em in Linguists
- Catch'em in Training
- Automated scheduling of SESE (Selective Service) Items
- Automated scheduling of BVS (Bureau of Vital Statistics, birth or death) Items
- Bar Association License Check

Special Handling Instructions:

Progress Tracker highlights open step in the process

User populates data fields as required, or additional information as appropriate



# Add Additional Information

Investigation Scope → Additional Scope Information → Treasury Account → Coverages and FIPC → **Additional Request Information** → Deployment → Summary

**Requesting Official**

Primary	*Name	*Title	*Email	*Phone	
<input type="checkbox"/>		Security Officer	a@a.com	5454544554454	

**Security Folder Location**

*Location	*Address	*City	*State	*Zip Code	
Security	8401 Greensboro Drive	McLean	VA	22102	

**Official Personnel Folder Location**

*Location	*Address	*City	*State	*Zip Code	
Official Personnel	8401 Greensboro Drive	McLean	VA	22102	

Back Save Next

At the Additional Information Step, the fields are auto-populated

Users can add requesting officials and edit other fields using the edit icon

If users edit... A save & delete icon will appear



# Wrapping up the Request



Investigation Scope → Additional Scope Information → Treasury Account → Coverages and FIPC → Additional Request Information → **Deployment** → Summary

**Deployment/Permanent Change of Station**

From Date:  To Date:

Address/Unit/Duty Location:  City/Port Name:

Country:  Zip Code:

State:  Point of Contact:

Contact Phone Number:

The data fields in Deployment are optional; it should be noted that all date fields have a calendar icon to facilitate date input

Instructions: Investigation Scope → Additional Scope Information → Treasury Account → Coverages and FIPC → Additional Request Information → Deployment → **Summary**

**Summary**

**Investigation Scope Summary**

Investigation Type: Tier 5  
Break In Service:   
Periodic Reinvestigation:   
Service Code: 120 Days

Eligibility Requested: Top Secret  
Investigative Requirement: Initial  
Sensitivity Level Code:  
Override Justification:

**Additional Scope Information Summary**

**Coverages and FIPC Summary**

**Additional Request Information Summary**

**Deployment/Permanent Change of Station Summary**

Back Save **Create**

The summary step contains fields that show all the data in the request; users may review and then click the "Create" button to complete/initiate

# Investigation Initiation



**About JVS** | **Subject Details** \* | **Subject Summary** \*

### Sam Grant

SSN:	746-03-5549	DoD EDI PN:	
DOB:	1976/07/04	Eligibility Level:	None
Place Of Birth:	Point Pleasant, OH, United States	Eligibility Determination:	None
Exception Code:	None	Open Investigation:	No
Supporting Investigation:	None	NDA Signed Date:	
Incident Report:		NDS Signed Date:	

**Subject Actions**

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

**▼ Citizenship (1)**

Country	Citizenship Date	Citizenship Type	Renunciation Date	Options
United States	1976/07/04			

**▼ Investigation Requests (1)**

Request Date	Status	Type	SMO	Agency	EQIP Id	Contract #	Options	Expand
<a href="#">2021/06/04</a>	<a href="#">Pending Initiation</a>	<a href="#">Tier 5</a>	<a href="#">HP COV-Industry-1</a>			HDRQT-007		

As soon as the "Create" investigation request button has been clicked a status will appear in the Subject Details

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# TAKE-AWAYS

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# 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](mailto: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	<a href="mailto:DSS.quantico.DSS-hq.mbx.policyhq@mail.mil">DSS.quantico.DSS-hq.mbx.policyhq@mail.mil</a>
DCSA Facebook	<a href="https://www.facebook.com/DCSA.Stakeholders">https://www.facebook.com/DCSA.Stakeholders</a>
DCSA Twitter	<a href="https://twitter.com/DSSPublicAffair">https://twitter.com/DSSPublicAffair</a>

**Background Investigations**

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

**DoD CAF Call Center**

Phone	301-833-3850* (SSOs and FSOs ONLY)
Menu Options	5 -Industry
Email	<a href="mailto:dcsa.meade.dcsa-dvd.mbx.dodcaf-callcenter@mail.mil">dcsa.meade.dcsa-dvd.mbx.dodcaf-callcenter@mail.mil</a>

\* Temporarily suspended due to COVID-19

**DOHA**

Phone	866-231-3153
Website	<a href="mailto:dohastatus@ssdgc.osd.mil">dohastatus@ssdgc.osd.mil</a>

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# Q & A

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