Job Aid for NDA Revisions and Processing

Defense Counterintelligence and Security Agency (DCSA), Adjudication and Vetting Services (AVS) recently completed a review of the Classified Information Nondisclosure Agreement (NDA) (SF312s) that were submitted from 2018 to present. AVS has identified NDAs that need to be corrected and resubmitted to AVS for processing to close out the tasks in the Defense Information System for Security (DISS).

The purpose of this document is to provide guidance on how to process NDA revisions in DISS, by using the Task Inbox Report – CSR or using the Task Inbox to identify those NDAs.
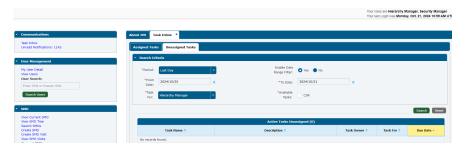
Key Points to Highlight:

- If SF-312 is required to be resubmitted, there will not be any impact to the Subject's eligibility or access.
- FSOs must process the SF-312 revision through the open Task to close out the revision properly.
- FSOs can use the Task Inbox or Task Inbox Report – CSR to assists in processing the SF-312s.
- If there are several SF-312s to review, use of the Task Inbox Report – CSR, this is the most efficient way to identify and process.
- Establish a process to routinely check your CSR Tasks for SF-312 revisions moving forward.
- The nomenclature in DISS was updated to more accurately reflect the form type submitted.
  NDA: Use this option for submission of the SF-312. This form is required by all individuals who are granted access to classified information.
  NDS: Use this option for submission of Form 4414. This form is required when requested by the government customer, for SCI accesses.

Using the Task Inbox to Process NDA (SF-312) Revisions:

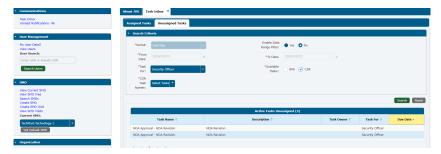1. Go to Task Inbox and select Unassigned Taks.

2. Expand the Date Range by selecting the From Date as Jan 1, 2018, and the To Date should be listed with the current date. Update the Task for to Security Officer and select CSR as the
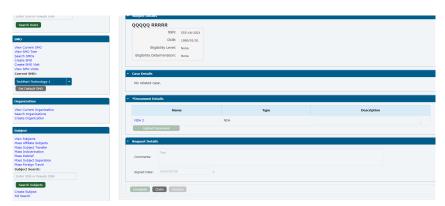
Available tasks, then select "NDA" or "SF-312" from the CSR Task Name drop down. Click the Search button.

3. If AVS has revised NDAs (SF-312s) to your SMO, they will populate as identified below.
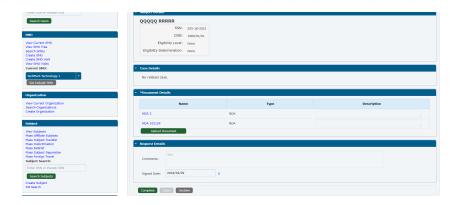

4. Click on the NDA (SF-312) revision and the system will take you to the NDA (SF-312) task. Claim the task.

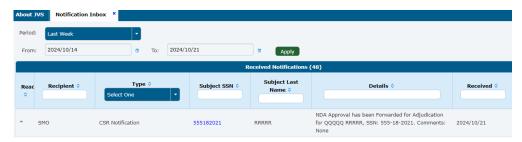5. Click upload document and add the new NDA (SF-312).

6. Select complete and the system will bring you to the main page with a growler indicating the NDA (SF-312) Revision completed.

7. AVS will review the new NDA (SF-312) and either approve or revise again. If approved, you will receive a notification in JVS that is has been forwarded for adjudication and no further action is required.

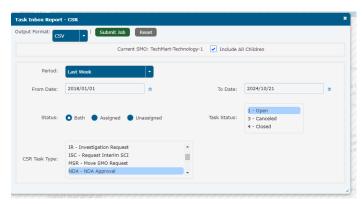**Using the Task Inbox Report - CSR**

1. Login to JVS and go to JVS Reporting and select Task Inbox Report – CSR.

2. Select CSV, Excel or PDF as Output Format, Include All Children, Select from date as 2000/01/01 and the to date, enter today's date, Select status of Both, Task status select Open and CSR task type select NDA approval and SF-312 approval.

3. Open the report and sort and filter Column J, Details and filter on NDA Revisions.
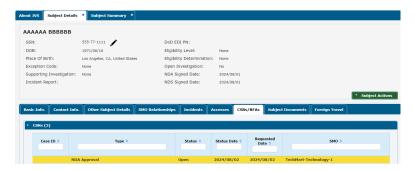

4. Select the SSN of the NDA Revision from the report and enter the SSN on the Subject Search. The system will bring up the Subject Summary.
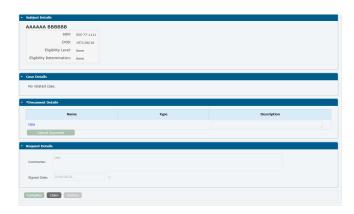
5. Select Subject Details. Select the CSR/RFA tab. Select the NDA Approval CSR.
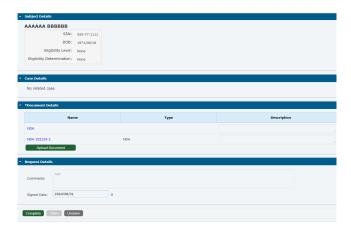

6. Claim the NDA.

7. Upload the new NDA to Document Details.

8. Select Complete. Growler will populate with the message, "Task is no longer available to process."

9. AVS will review the new NDA and either approve or revise. If approved, you will receive a notification in JVS that is has been forwarded for adjudication and no further action is required.

Frequently Asked Questions (FAQ)

Q: Will eligibility or access be impacted if I have a Subject where a new NDA is required?

No, there will be no impact to a Subject's eligibility or access if a new NDA is required. Please submit the new NDA as soon as possible.

Q: I reviewed the NDA that was revised and don't see the need for a correction. What do I do?

If the FSO reviewed the NDA and does not see any errors that needs correction, please go into the task, claim and select "Complete". That will send the NDA to AVS for processing.

Q: I reviewed my task Inbox and there are several NDA Tasks to review. How can I complete this process efficiently?

If you have several NDA tasks to review, the most efficient way to process the NDAs is to use the Task Inbox Report – CSR process provided in this document.

Q: What are some common NDA revisions identified by AVS?

- Missing pages of the NDA
    - Page one and two must be filled out and sent together as a single PDF

- NDA does not match the subject's record.

- NDA is password protected.

- Mismatched dates for Subject and Witness signature. Dates must match.

- Name and address of organization missing for Subject and Witness.

- Witness block is not filled out by an authorized representative. Please reference the SF312 FAQ document by the DNI for more information: https://www.dni.gov/files/NCSC/documents/Regulations/SF312_Frequently_Asked_Questions_Pamphlet_May_2022_Digital_Signature_Update.pdf

- Digital signatures are not on the approved list of DoD ECA PKI, please reference the Job Aid on the Use of Digital Signatures for additional Information: https://www.dcsa.mil/About-Us/News/Article/Article/3683701/job-aid-for-nisp-contractors-on-the-use-of-digital-signatures-on-the-sf-312/

- The "Security Debriefing Acknowledgement" section must be BLANK.