



## 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 assist 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



## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

Available tasks, then select “NDA” or “SF-312” from the CSR Task Name drop down. Click the Search button.

The screenshot shows the 'Task Inbox' interface with the 'Unassigned Tasks' tab selected. The 'Search Criteria' section includes fields for 'Period' (Last Day), 'From Date' (2000/01/01), 'To Date' (2024/10/25), 'Task For' (Security Officer), and 'CSR Task Names'. A dropdown menu is open for 'CSR Task Names', showing options: 'CSR SCI Sponsorship', 'Investigation Request', 'NDS', and 'NDA' (which is selected). The 'Active Tasks Unassigned (0)' table is empty.

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

The screenshot shows the 'Task Inbox' interface with the 'Unassigned Tasks' tab selected. The 'Search Criteria' section is the same as the previous screenshot. The 'Active Tasks Unassigned (3)' table now contains three rows:

Task Name	Description	Task Owner	Task For	Due Date
NDA Approval - NDA Revision	NDA Revision	Security Officer		
NDA Approval - NDA Revision	NDA Revision	Security Officer		
NDA Approval - NDA Revision	NDA Revision	Security Officer		

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

The screenshot shows the 'NDA (SF-312) task details page'. The 'Subject Details' section includes fields for 'SSN' (999-10-2021), 'DOB' (1980/01/01), 'Eligibility Level' (None), and 'Eligibility Determination' (None). The 'Case Details' section shows 'No related case'. The 'Document Details' section has a table with one row:

Name	Type	Description
NDA 3	NDA	

The 'Request Details' section includes a 'Comments' field with the text 'Test' and a 'Signed Date' field (2024/10/25). At the bottom, there are buttons for 'Complete', 'Claim', and 'No Claim'.

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



## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

ENTER SSN OR PASSPORT DATA

Search Users

**SNO**

View Current SNO  
View SNO Tree  
Search SNOs  
Create SNO  
Create SNO Visit  
View SNO Visits  
Current SNO

TechMart Technology 1

Get Default SNOs

**Organization**

View Current Organization  
Search Organizations  
Create Organization

**Subject**

View Subjects  
Mass Affiliate Subjects  
Mass Subject Transfer  
Mass Induction  
Mass Subject Separation  
Mass Foreign Travel  
Subject Search:

Enter SSN or Passport SSN

Search Subjects

Create Subject  
SS Search

**Subject Details**

QQQQQ RRRRR

SSN: 555-18-2021  
DOB: 1980/01/01  
Eligibility Level: None  
Eligibility Determination: None

**Case Details**

No related case.

**Document Details**

Name	Type	Description
NDA 2	NDA	
NDA 182124	NDA	

Upload Document

**Request Details**

Comments: Text

Signed Date: 2024/02/09

Complete Cancel Cancel

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

ENTER SSN OR PASSPORT DATA

Search Users

**SNO**

View Current SNO  
View SNO Tree  
Search SNOs  
Create SNO  
Create SNO Visit  
View SNO Visits  
Current SNO

TechMart Technology 1

Get Default SNOs

can assist with form navigation, validation, and unlock/reset actions. Their contact information is: Phone: 878-274-5091 or Email: dcsa.boyers.dcsa.mbx.application@dcma.mil

The Investigator Verification hotline has a new contact number. If you have any questions about an agent/investigator's identity or status, please contact DCSA. Email: dcsa.boyers.bi.mbx.investigator-verifications@mail.mil

**\*\*\* Historical SF-86 Archival Copies \*\*\***

Due to Industry's need to obtain subjects' historical SF86 Archival Copies, DISS has reopened the Investigation Request Link to initiate investigations through e-QIP. This function is part of DISS Release 13.22.0 which was deployed January 18, 2024. This will provide subjects with the ability to log into e-QIP and download historical archival copies. DISS will automatically cancel these requests in both DISS and e-QIP after 7 days. It is important to note that requests will only be initiated to pull historical copies until the function moves over to NBIS. New requests for background investigations or Continuous Vetting updates/enrollments will continue to be completed via NBIS.

If you require further assistance or have any issues, please contact one of the following support organizations:

- For NBIS training opportunities, please navigate to the "NBIS" tab on the DCSA STEP Training Portal at <https://cdse.usalearning.gov>
- For Federal Agency onboarding support, please contact your designated DCSA agency liaison or email the NBIS Federal Agency Support Team (FAST) at [dcsa.quantico.nbis.mbx.federal-agency-support-team@mail.mil](mailto:dcsa.quantico.nbis.mbx.federal-agency-support-team@mail.mil)

**NDA 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.

About JVS Notification Inbox

Period: Last Week

From: 2024/10/14 To: 2024/10/21 Apply

Received Notifications (48)

Reac	Recipient	Type	Subject SSN	Subject Last Name	Details	Received
	SNO	CSR Notification	555182021	RRRRR	NDA Approval has been Forwarded for Adjudication for QQQQQ RRRRR, SSN: 555-18-2021. Comments: None	2024/10/21

Using the Task Inbox Report - CSR



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

**JVS Reporting**

View Report Submissions

**Reports:**

- Access Suspension Report - Owning
- Access Suspension Report - Servicing
- JVS Case Status Report
- Foreign Travel Report
- Hosting Visit Report
- NDA and NDS Report
- Non-SCI Access Report
- Notification Report
- One-Time Access Report
- Outgoing Visit Report
- Periodic Reinvestigation Report
- Position of Trust Report
- Pre-Case Status Report
- SCI Access Report
- SMOs with No Subject Relationships Report
- SMOs with No Active Users Report
- Subject Report
- Submitted Incident Report
- Task Inbox Report - CSR**
- Task Inbox Report - KPA
- User Roles and Optional Permissions Report
- Aging Interim Report
- CSR Report
- Submitted Incident Report for Industry
- KMP Report
- Overdue Periodic Reinvestigation Report

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.

**Task Inbox Report - CSR**

Output Format: **CSV** | Submit Job | Reset

Current SMO: TechMart-Technology-1 ☒ Include All Children

Period: **Last Week**

From Date: 2018/01/01 To Date: 2024/10/21

Status: ☒ Both ☐ Assigned ☐ Unassigned Task Status: **1 - Open**  
3 - Canceled  
4 - Closed

CSR Task Type: **NDA - NDA Approval**

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

	A	B	C	D	E	F	G	H	I	J	K
1	SUBJECT NAME	SUBJECT SSN	TASK TYPE	CREATED DATE	TASK STATUS	STATUS	CLOSED DATE	SMO ASSIGNED	TASK OWNER	DETAILS	
13	QQQQQ RRRRR	555182021	CSR	2/10/2024	Open	Unassigned			TechMart-Technology-1	NDA Revision	
23	AAAAA BBBB	555771111	CSR	8/2/2024	Open	Unassigned			TechMart-Technology-1	NDA Revision	
33											
43											
53											

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.



## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

**About JVS** **Subject Summary**

**AAAAAA BBBB** [Subject Details](#)

SSN:	555-77-1111	DoD EDI PN:	
DOB:	1971/06/16	Eligibility Level:	None
Place Of Birth:	Los Angeles, CA, United States	Eligibility Determination:	None
Exception Code:	None	Open Investigation:	No
Supporting Investigation:	None	NDA Signed Date:	2024/08/01
Incident Report:		NDS Signed Date:	2024/08/01

[SE Search](#) [Report Incident](#)

5. Select Subject Details. Select the CSR/RFA tab. Select the NDA Approval CSR.

**About JVS** **Subject Details** **Subject Summary**

**AAAAAA BBBB**

SSN:	555-77-1111	DoD EDI PN:	
DOB:	1971/06/16	Eligibility Level:	None
Place Of Birth:	Los Angeles, CA, United States	Eligibility Determination:	None
Exception Code:	None	Open Investigation:	No
Supporting Investigation:	None	NDA Signed Date:	2024/08/01
Incident Report:		NDS Signed Date:	2024/08/01

[Subject Actions](#)

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

**CSRs (3)**

Case ID	Type	Status	Status Date	Requested Date	SMO
NDA Approval		Open	2024/08/02	2024/08/02	TechMart-Technology-1

6. Claim the NDA.

**Subject Details**

**AAAAAA BBBB**

SSN:	555-77-1111
DOB:	1971/06/16
Eligibility Level:	None
Eligibility Determination:	None

**Case Details**

No related case.

**Document Details**

Name	Type	Description
NDA		

[Upload Document](#)

**Request Details**

Comments: test

Signed Date: 2024/08/01

[Complete](#) [Claim](#) [Unclaim](#)

7. Upload the new NDA to Document Details.



## DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

Subject Details

AAAAAA BBBB  
SSN: 555-77-1111  
DOB: 1971/06/16  
Eligibility Level: None  
Eligibility Determination: None

Case Details

No related case.

Document Details

Name	Type	Description
NDA		
NDA 102124 2	NDA	

Upload Document

Request Details

Comments: 10/21

Signed Date: 2024/08/01

Complete Cancel Unclear

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

Search Users

SNO

View Current SNO  
View SNO Tree  
Search SNOs  
Create SNO  
Create SNO Visit  
View SNO Visits  
Current SNO:  
Inclusion Technology 1

can assist with form navigation, validation, and unlock/reset actions. Their contact information is: Phone: 878-274-5061 or Email: [dosa.beyers.dosa.mbx.apply@hqs.mil](mailto:dosa.beyers.dosa.mbx.apply@hqs.mil)  
The Investigator verification hotline has a new contact number: If you have any questions about an agent/investigator's identity or status, please contact DCSA Email: [dosa.beyers.bis.mbx.investigator-verification@gmail.com](mailto:dosa.beyers.bis.mbx.investigator-verification@gmail.com)

NDA Revision completed

\*\*\* Historical SF-BB Archival Copies \*\*\*

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- For NBS training opportunities, please navigate to the "NBS" tab on the DCSA STEP Training portal at <https://tdse.usalearning.gov>
- For Federal Agency onboarding support, please contact your designated DCSA agency liaison or email the NBS Federal Agency Support Team (FAST) at [dosa.quantico.nbs.mbx.federal-agency-support@hqs.mil](mailto:dosa.quantico.nbs.mbx.federal-agency-support@hqs.mil)

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.

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"	SNO	CSR Notification	555182021	RRRRR	NDA Approval has been Forwarded for Adjudication for QQQQ RRRRR, SSN: 555-18-2021. Comments: 2024/10/21 None	

## 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](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.