

NBIS Industry Team Hierarchy Change Request – Moves, Deactivations, Creations and Modifications

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



Version 1.0

January 8, 2024



REVISION HISTORY

DATE	VERSION	CHANGE DESCRIPTION	AUTHOR
1/08/2024	1.0	RELEASED ON DCSA TEMPLATE	NBIS Industry Team



NBIS Hierarchy Change Request

OVERVIEW

To ensure all Organizations are being managed by the highest Parent org under National Industrial Security Program Contractors (NISPCON) hierarchy, the Organization Manager should consolidate Children orgs under the identified Parent org. This includes the possible need for new Child orgs, deactivations or renaming of existing Parent or Child orgs.

Please ensure that any updates that are being requested in NBIS have already been completed in DISS. The Hierarchies in both DISS and NBIS must match.

The HCR Template

Each option is listed below with guidance on how to complete the necessary fields. Please use the Notes field to include any additional information that may be necessary to complete your request.

HIERARCHY CHANGE (Parent-Child)		Notes
CHILD ORGANIZATION TO BE MOVED	NEW PARENT ORGANIZATION	

55555-Organization, LLC-1

44444-Organization, LLC-1

1. The Hierarchy Change is to request a Child org from one org to be placed under another. This can also be used to change a Parent org into a Child and be moved under a Parent org. An example would be if your Company has two or more parents that you want to combine into a Hierarchy.
 - a. Please be sure to include the exact Organizational name for both the Child and New Parent orgs.

ORGANIZATION NAME UPDATE		Notes
CURRENT ORGANIZATION NAME	REQUESTED ORGANIZATION NAME	

555556-Organization-1

55555-New Organization Name-1

1. The Organization Name Update is most commonly used to update the name of an existing org due to a number of reasons to include removal of the 6th digit in the Cage Code or after an acquisition.
 - a. Please be sure to list the exact name of the organization you want to be renamed. We will make every effort to ensure we use the name as requested but there are formatting limitations we will need to consider. Most names should be in the format <5 Digit Cage Code> - Name of Organization <1>

NEW CHILD ORGANIZATION		Notes
PARENT ORGANIZATION FOR NEW CHILD	REQUESTED CHILD NAME	

55555-Organization, LLC-1

55555-Organization Child-1

1. Once you have created the new SMO in DISS, please use this section to have a new org created in NBIS.
 - a. Please be sure to list the exact name of the organization that will be the Parent to the new Child org.
 - b. We will make every effort to ensure we use the name as requested but there are formatting limitations we will need to consider. Most names should be in the format <5 Digit Cage Code> - Name of Organization <1>



ORGANIZATION DEACTIVATION		Notes
ORGANIZATION TO BE DEACTIVATED	USERS AND SUBJECTS REMOVED?	

55555-Organization, LLC-1

YES/NO

1. If you have a child or a secondary parent organization that you would like to be deactivated, this is the section you will need to use.
 - a. If the organization to be deactivated has an owning or servicing relationship with one or more subjects, those subjects will need to have their affiliations moved to their new organization prior to processing.
 - b. Any users that have access to this org will need to be removed. We will remove the last user from the org prior to deactivation, however, any additional users will need to be removed by a user manager for that org prior to processing.

Request Submission

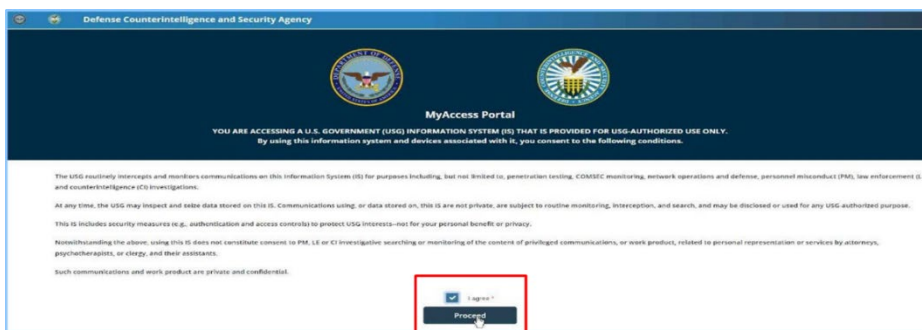
OVERVIEW

Once you have your template completed, the submission process is very similar to the NBIS Onboarding request process you may have followed to submit your Onboarding request, if you were an initial org user. Prior to submitting your request, please ensure your request is fully completed. It may be necessary to contact you for clarification on your request. This will be done via the ESD (Enterprise Service Delivery) system.

You must ensure that any updates being requested in NBIS have already been completed in DISS. The Hierarchies in both DISS and NBIS must match.

Submitting your HCR request

1. Navigate to the DCSA MyAccess Portal at <https://myaccess.dcsa.mil>
 - i. Note: If you go to DCSA ServiceNow (<https://esd.dcsa.mil/csm>) and select Login in the upper-right hand corner, it will redirect you to the DCSA MyAccess Portal
2. Click the I Agree checkbox and then Proceed to accept the *U.S. Government (USG) Information Systems (IS)* conditions.

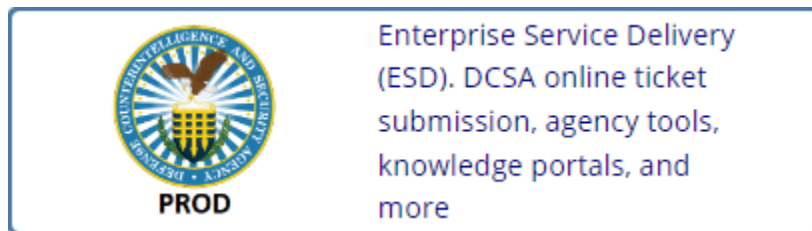




3. Choose the Select Certificate for Authentication at the center of the page to log in to MyAccess.



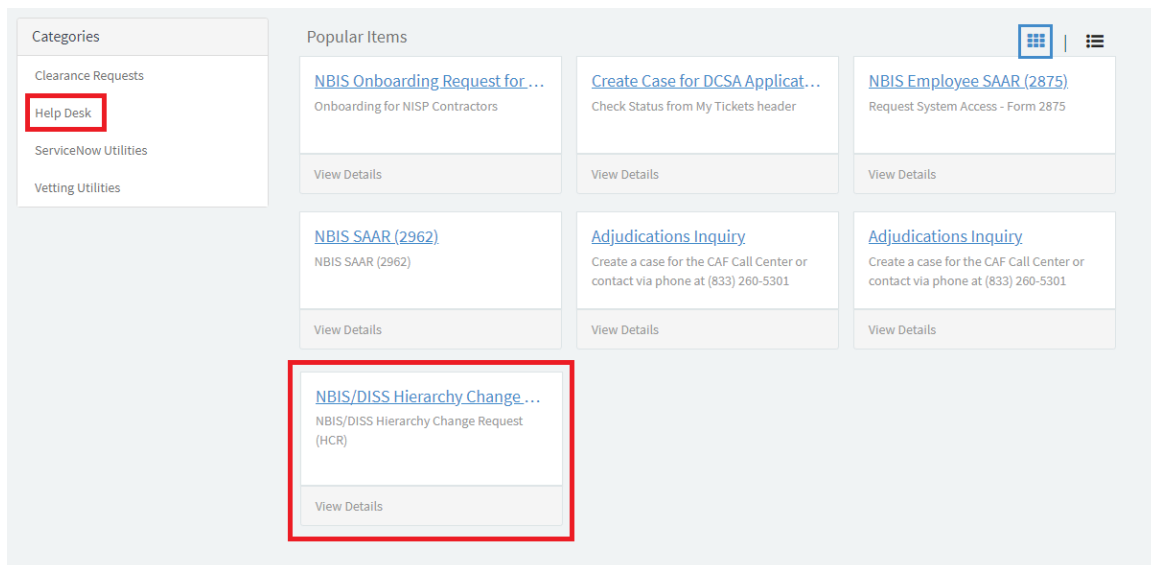
- 4. MyAccess will authenticate your credentials. It may also require you to select a credential for authentication.
- 5. Once the authentication is complete, you will be routed to the DCSA MyAccess Portal page. From here, find and select the ServiceNow tile to be routed to DCSA ServiceNow



6. Once you select the ESD tile and are taken to the site, you will see the below banner. Please select the red tile called "Request Service".



7. From here, please click on the "Help Desk" link, you will then select the tile that is called NBIS/DISS Hierarchy Change Request (HCR)





- 8. This will bring you to the page shown below. On this page you will type your org Name or the org Name for which the request is submitted. You will then select the "Upload" button. A window will open and allow you to select your completed HCR template.

NBIS/DISS Hierarchy Change Request (HCR)
NBIS/DISS Hierarchy Change Request (HCR)

Target Audience: NISP (Industry)
NBIS and DISS Hierarchies must match. Use this catalog item to request updates. This includes the possible need for new Child ORGs, deactivations or renaming of existing Parent or Child ORGs.
Please download the template and attach when completed.

* Organization

STEP 1. [Click Here](#) to download instructions and template...

STEP 2. Upload Template

Add attachments

- 9. Once you have your completed HCR template uploaded, on the same page, you may click the "Submit" button. Your ticket has now been received and you will be presented with your ticket number.

NBIS/DISS Hierarchy Change Request (HCR)
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Please download the template and attach when completed.

* Indicates required
* Organization

STEP 1. [Click Here](#) to download instructions and template...

STEP 2. Upload Template

Add attachments

Required information

- 10. Your ticket will be processed within 5 business days. It is possible that follow up will be needed to complete your request. You will receive an email when your ticket is completed, or, if any additional information is needed. You can use the link in your email to view the ticket and add comments as needed.