DISS TO NBIS INDUSTRY HIERARCHY PREPARATION GUIDANCE

For a smooth transition of industry hierarchy data, one organization per Facility Clearance/Cage Code will be migrated into NBIS. Industry Onboarding Managers should consolidate their organization DISS SMOs to a single SMO per cage code.

Preconditions to Deactivate a SMO in DISS:

- There cannot be any subjects in the SMO
- There cannot be any Users in the SMO
- There cannot be any child SMOs

How to prepare a SMO in DISS for Deactivation.

Step 1: Login into DISS and search the CAGE code or the SMO name to find all legacy or active SMOs not within the main SMO Tree. **Note:** you can use the "search" feature to search all SMOs using the CAGE code number or parts of the company name. To gain access to SMOs not found in the user hierarchy, follow either of the options below:

- Submit a hierarchy change request form (found at this link: https://www.dcsa.mil/Portals/91/Documents/IS/DISS/Hierarchy-change_template.xlsx) to the Customer Engagements Team (CET)
- Complete and submit a PSSAR form (details found at this link: https://www.dcsa.mil/Portals/91/Documents/IS/DISS/PSSAR%20Industry%20FAQs.pdf)

Step 2: Click View SMO Tree to make sure there are no children SMOs in the parent SMO. For example, 12AB35 is a child SMO under 12AB32 and 12AB36. Remove 12AB35 then 12AB32 in that order.

If SMOs are not in the correct order, utilize the Move SMO feature.

If there are no children SMOs under the parent SMO, begin working on the next steps.

Step 3: Go to View SMO Tree and left click on the SMO you want to access. A choice will appear, select "Make Current SMO".

Click on "view subject" and see if there are any subjects. "Debrief" and separate all subjects.

If there are no subjects under the SMO that need to be deactivated, begin working on the next steps.

Step 4: Click on "view users" to see if there are users in that SMO, if yes, click on each user and remove the appropriate SMO from the "assigned" window, select save.

If there are no subjects and no users under the SMO that need to be deactivated, begin working on the next steps.

If the Hierarchy Manager is provisioned as a user in the SMO that needs to be deactivated, a secondary user must remove the SMO from the Hierarchy Manager's profile.

Step 5: Deactivate the SMOs by following the next steps:

- Click View Current SMO
- Click SMO Actions:
  - Deactivate SMO
  - A Deactivate SMO window will open
    - Click a reason from drop down
    - Add a Note "Level not needed in DISS"
    - Use the calendar to select date
    - Click Deactivate (growler will appear at the top)
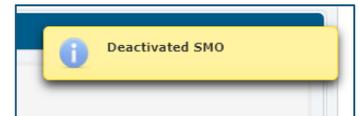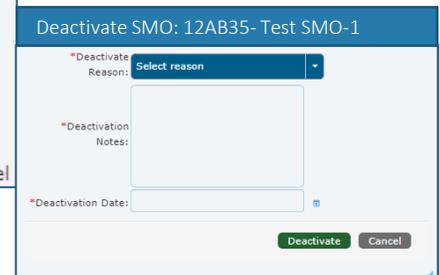
- If Deactivate SMO is not available in the SMO actions, then a precondition is not met
  - Refer to preconditions listed at the beginning of the guidance
  - Common reason: You may individually be a provisioned user to the SMO

- **Step 6:** Edit SMO Name
  - Click View Current SMO
  - Click the pencil by the name
  - Edit SMO box opens
    - Adjust the SMO name to meet the required fields
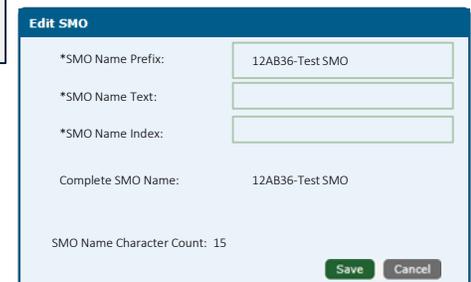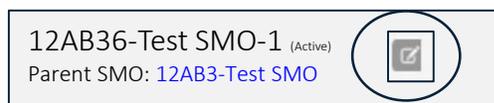
  - SMO Prefix – this should match the Cage code that is in NISS

  - SMO Name Text – this can be any name

    - However, once it is transitioned into NBIS this will align to the name that is in NISS (The name can be edited/modified in NBIS)

  - SMO Name Index – this is a numerical value, recommend putting the number 1

  - Click Save