

# Swivel Seat Actions



## SWIVEL SEAT ACTIONS WHILE OPERATING IN DUAL SYSTEMS

The steps you will need to take to keep Defense Information System for Security (DISS) and National Background Investigation Services (NBIS) aligned to support the swivel seat actions.

### New Subject (Not in DISS or NBIS)

- Search for Subject record in DISS, if no record is found create subject record in DISS
- Search for Subject record in NBIS, if no record is found create subject record in NBIS
  - **Tip:** While all the fields may not be required, please make sure the below are completed when creating a subject as it will be needed: First Name, Last Name, Citizenship, Date of Birth, Country of Birth, City and State of Birth, Marital Status, Email Address and Naturalization Information (if required)
- Initiate the investigation request in NBIS
- Review the investigation request in NBIS
- Submit Fingerprints in Secure Web Fingerprint Transmission (SWFT)
- Check for completed Special Agreement Check (SAC) in DISS
- Submit eApp in NBIS
- Monitor DISS for eligibility, take actions (SF312, accesses)

### CV Subjects (existing employee in DISS needing 5-year update)

- Search for Subject Record in NBIS, if record found go to next step. If no record found, then you will need to create the subject record in NBIS
- Add Organization Affiliation to the subjects record in NBIS
- **Verify/Update PII in subjects record (especially email address)**
- Initiate the investigation request in NBIS
- Review the investigation request in NBIS
- Submit eApp in NBIS
- Monitor DISS for updated CE date (as of today no notification will be generated)

### Subject Actions:

- Any subject that you have taken an affiliation with in NBIS (New Subjects and CV update), you will need to make sure to remove them from DISS and NBIS when the subject leaves.
- If an investigation request is in the initiation or review phase in NBIS and the subject leaves, you will need to cancel the request before you remove your affiliation.

### Helpful Links:

ServiceNow: [ServiceNow Portal](#)

NBIS: [NBIS Portal \(for Industry\)](#)

eApp: [eApp \(for Applicants\)](#)