NBIS TRAINING SCOOP
Training Update

January 2025 (Version 3.1)

NBIS Training Program Mission

The National Background Investigation Services (NBIS) Training Program provides system training. Our scalable and adaptable training approach aligns with the NBIS Agile development processes; we track NBIS release updates to iteratively develop training materials. Our methods and modalities provide instruction on how to use the NBIS suite of systems.

Latest & Greatest

Tip: For ease of access to links within this newsletter, it's recommended to log in to STEPP prior to selecting any of the links below.

DISS TRAINING SECTION ON STEPP

JVS DISS Training on Security Awareness Hub was decommissioned on 12/31/2024. There is now a separate section for DISS training included within our STEPP page, located here. The DISS section includes eLearning modules and job aids.

WEBINARS
The I/R/A webinar provides users an overview of the Initiate, Review, and Authorize functions for background investigations within the NBIS system. It also demonstrates how to perform a singular or mass initiation of individuals for investigation. Attendees learn how to review a Standard Form (SF) submitted by an individual, as well as how to cancel a case, if the need should arise. This webinar also provides an insight into the eApp portal and its functions.

The upcoming dates include:

- January 9, 2025, 10am
- January 23, 2025, 1pm
- February 6, 2025, 10am
- February 20, 2025, 1pm
- March 6, 2025, 10am
- March 20, 2025, 1pm

Please visit the STEPP page for the NBIS Initiate-Review-Authorize (IRA) Webinar to sign up. You must select **your date of attendance** to complete your registration for the webinar.

WANT MORE SPECIFICS ABOUT THE LATEST NBIS RELEASES?

Check out the release updates here to view the latest summaries.

JOB AIDS AND KNOWLEDGE ARTICLES

The following DISS job aids/knowledge articles have been added or updated:

- DISS Job Aids
  - Updating SMO Key Management KB0015814
  - Updating SMO Points of Contact KB0015795
  - Updating SMO Address KB0015767
  - Move SMO Inside the Hierarchy KB0015813
  - Move SMO Outside the Hierarchy KB0015811
  - Deactivate a SMO KB0015810
  - Create a Child SMO KB0015808
  - Edit Affiliated Organization KB0015809

SEARCHING ON STEPP FOR NBIS JOB AIDS AND KNOWLEDGE ARTICLES

1. Navigate to the NBIS job aid page you are seeking: End User Training Catalog or Onboarding Job Aids.
2. Select **Expand All** on the right side of the screen (this will open all the menus and make all job aids and knowledge articles visible).
3. Type **CTRL+F** on the keyboard (this will activate a search block in the top right corner of the page).
4. Enter the topic to learn more about (example: initiate, attachments, user roles, etc.).
5. All job aids and knowledge articles relevant to the searched topic will be highlighted on the page. Navigate down the page to see items with that topic name.

The following NBIS job aids/knowledge articles have been added or updated:

- NBIS Job Aids
  - Review a Case Request KB0012053
  - Manage Order Form Templates KB0012415
  - Initiate a Case Request KB0011592
  - Mass Initiate & Cancel Mass Initiate KB0013110

THE LATEST TRAINING VIDEO(S) AND eLEARNINGS

We are excited to share our latest updated training:

- NBIS Initiate - Review - Authorize (IRA) eLearning
- DISS: Welcome to DISS eLearning

DID YOU KNOW?

NBIS TRAINING INFORMATION IS ON THE DCSA WEBSITE TOO!

NBIS Training Scoop newsletters can be found on DCSA.mil. The distribution of this newsletter is to all NBIS users, but if others need access to this edition or past editions, please refer them to the website.

EARN CERTIFICATES FOR NBIS TRAINING

Following completion of a learner path or webinar, users can obtain a certificate to obtain Professional Development Units (PDUs) needed to maintain professional certifications obtained through CDSE.

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