

DISS JVS JOB AID

Creating and Viewing a Subject in the
Joint Verification System

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



Permission Roles



- As we prepare to transition to the Defense Information System for Security (DISS), the below information will help guide you through How to Create a New Subject and Search for a Subject in DISS.
- To create a new Subject in DISS ensure you have the correct permissions.
- Permissible Roles(s):
 - Hierarchy Manager
 - Account Manager
 - Security Officer
 - Security Manager

Creating a Subject



- When you “**Create Subject**” in DISS there is additional information required than what was in JPAS.
- Required Information includes:
 - First and Last Name
 - Social Security Number
 - Birth Country
 - Birth State
 - Birth City
 - Gender
 - Marital Status
 - Citizenship information when not born in the US
 - Category type

A screenshot of the "Subject" box in the DISS system. The box has a dark blue header with a dropdown arrow and the word "Subject". Below the header, there are several blue links: "View Subjects", "Mass Subject Transfer", "Mass Indoctrination", and "Mass Debrief". Under these links is the text "Subject Search:" followed by a light blue input field containing the placeholder text "Enter SSN or Pseudo SSN". Below the input field is a green button with the text "Search Subjects". At the bottom of the box, the link "Create Subject" is highlighted with a yellow oval.

To start select “Create Subject” in the Subject Box.

Creating a Subject – Information Required



Tip: Create a process to collect information prior to creating the subject in DISS.

You will not be able to create the subject's record without all the information that has a red asterisk.

Subject Information

*SSN:

*First Name:

*Birth Country:

United States

*Birth State:

Select State

*Birth City:

☐ PSSN

*Date of Birth:

yyyy/mm/dd

*Last Name:

Suffix:

None

*Gender:

Select Gender

*Marital Status:

Select Status

*Citizenship Information (0)

Country	Citizenship Date	Citizenship Type	Renunciation Date	Options
No records found.				

Add Citizenship

Category Type and Relationship



If the Category Type is **Industry**, use the drop-down menu to select an **Industry Classification Code**. Use the search field to find a specific Industry Classification Code.

The screenshot displays a web application interface for the Defense Counterintelligence and Security Agency. It features two main sections: '*Citizenship Information (0)' and 'Category and Relationship'. The 'Category and Relationship' section contains a form with the following fields:

- *Category Type: A dropdown menu currently showing 'Select Type'. A yellow arrow points to this dropdown.
- Industry Classification Code: A dropdown menu currently showing 'Select Type'.
- Projected Separation Date: A text input field with a calendar icon.
- Comments: A text input field with a character count of '75 characters remaining'.

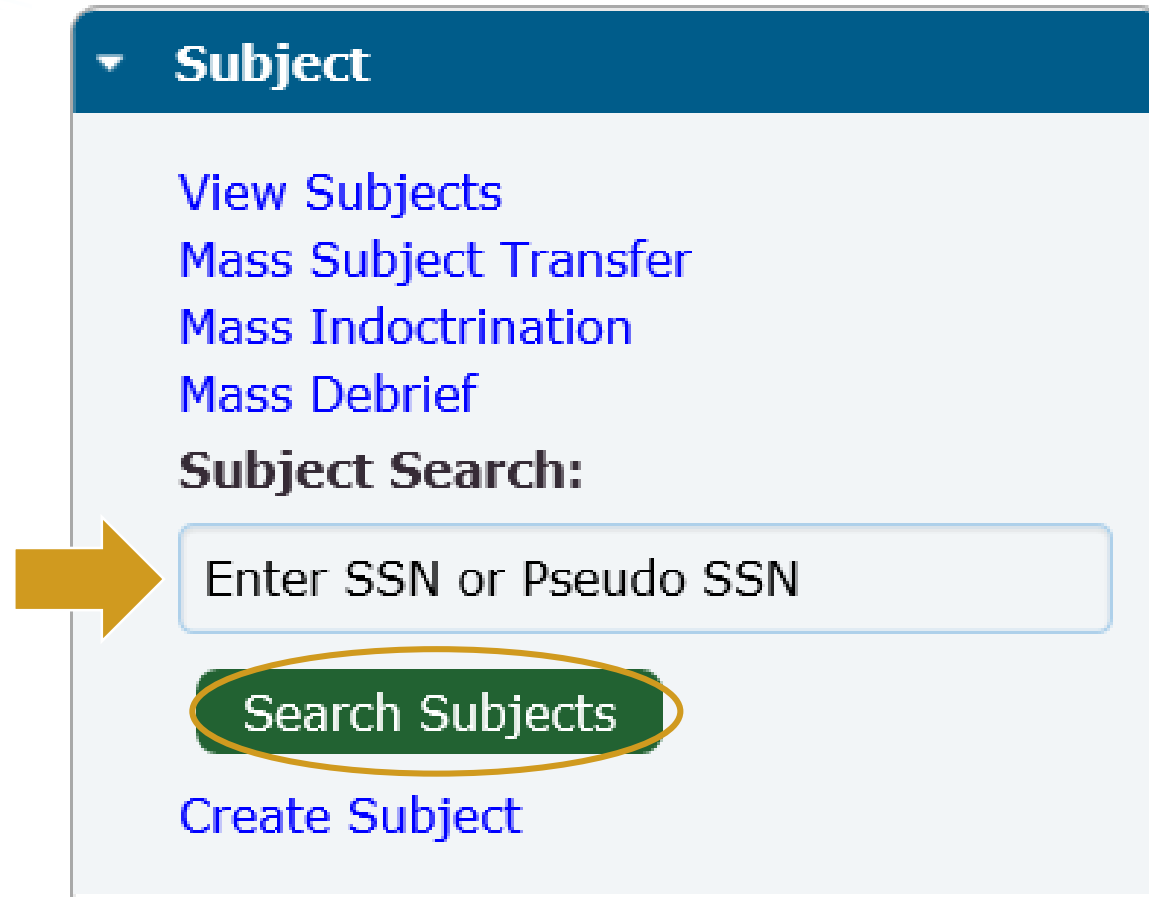
At the bottom right of the form is a green button labeled 'Create Subject'.

Search Subject



To find a Subject in the **Subject Management** control panel, search for a subject by entering their nine-digit SSN or PSSN in the **Subject Search** field and clicking on **Search Subjects**.

If the Subject is not in DISS or you typed in the wrong SSN you will get a “**No Subject Found for SSN/PSSN.**”

A screenshot of the Subject Management control panel. At the top is a dark blue header with a dropdown arrow and the word "Subject". Below the header, there are several blue links: "View Subjects", "Mass Subject Transfer", "Mass Indoctrination", and "Mass Debrief". Under these links is the text "Subject Search:". Below this is a light blue input field with the placeholder text "Enter SSN or Pseudo SSN". A large orange arrow points from the left towards this input field. Below the input field is a green button with the text "Search Subjects", which is circled in orange. At the bottom of the panel is a blue link that says "Create Subject".

▼ **Subject**

[View Subjects](#)
[Mass Subject Transfer](#)
[Mass Indoctrination](#)
[Mass Debrief](#)

Subject Search:

Enter SSN or Pseudo SSN

Search Subjects

[Create Subject](#)

Note: You can not view your own record. You will get an error message.

Subject Details



If you typed in the SSN correctly, the Subject Summary will show.

If the “Subject Details” hyper link is missing next to the subject name. There could be 3 possible reasons:

- Missing Relationship
- Missing Organization
- Missing Both

About JVS ×

Subjects ×

Subject Summary ×

Guy Nice

Subject Details

SSN:

444-99-1111

DoD EDI PN:

DOB:

1980/01/01

Eligibility Level:

None

Place Of Birth:

Nome, United States

Eligibility Determination:

None

Exception Code:

None

Open Investigation:

No

Supporting Investigation:

None

NDA Signed Date:

Incident Report:

NDS Signed Date:

Subject Details



If the SMO details link is not showing in a subject record - you will need to establish a category and relationship by clicking the **“Add Category”** radio button and **“Add Relationship.”**

Once the category and relationship is established the **Subject Details** link will appear. **Subject Details** will expand the record with other tabs relating to the subject.

▼ SMO Relationships

▼ Categories (2)

Category ▾	Effective Date ▾	Separation Date ▴	Expand
Industry	2020/09/09		ⓘ
Industry	2020/09/09		ⓘ

Add Category

▼ Relationships (1)

Category ▴	Relationship ▾	SMO ▾	Begin Date ▾	End Date ▾	Options	Expand
Select ▾	Select ▾					
Industry	Owning	DISS-DISS-12	2017/03/28			ⓘ

Add Relationship

Subject Details



Under the **Subject Details** tab, the header displays the subject's name, SSN, DOB, and current Eligibility Level, and Eligibility Determination.

The “**Basic Info.**” sub-tab includes Citizenship Information, Investigations, Subject's Case History, Continuous Evaluation, HSPD-12 and Suitability Determinations, and Subject Personal Information.

A screenshot of the "Subject Details" page for a subject named "Guy Nice". The page has a blue header with tabs: "About JVS", "Subjects", "Subject Details" (selected), and "Subject Summary". Below the header, the subject's name "Guy Nice" is displayed. A yellow arrow points to the "Eligibility Level" field, which is set to "None". Other fields include "SSN: 444-99-1111", "DOB: 1980/01/01", "Eligibility Determination: None", and "Supporting Investigation: None". Below this, there is a sub-tab bar with "Basic Info." (selected), "Contact Info.", "Other Subject Details", "SMO Relationships", "Incidents", "Accesses", "CSRs/RFAs", and "Foreign Travel". Under the "Basic Info." sub-tab, there is a "Subject Actions" dropdown menu and a list of subject information sections: "Citizenship (1)", "Investigation Requests (0)", "Adjudication History (0)", "Continuous Evaluation (0)", "Investigation History (0)", "HSPD-12 and Suitability Determinations (0)", and "Subject Personal Information".

Guy Nice	
SSN:	444-99-1111
DOB:	1980/01/01
Eligibility Level:	None
Eligibility Determination:	None
Supporting Investigation:	None

Basic Info.

Contact Info.

Other Subject Details

SMO Relationships

Incidents

Accesses

CSRs/RFAs

Foreign Travel

Subject Actions

Citizenship (1)

Investigation Requests (0)

Adjudication History (0)

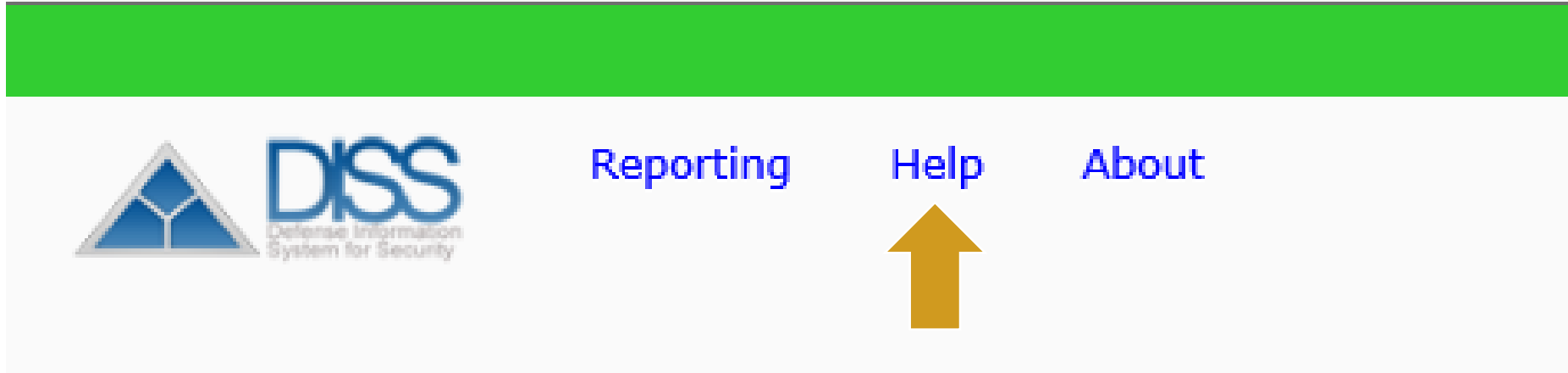
Continuous Evaluation (0)

Investigation History (0)

HSPD-12 and Suitability Determinations (0)

Subject Personal Information

Questions



For more information about these DISS actions see the **Joint Verification System (JVS) and Reporting User Manual** which can be accessed in DISS in the upper left corner by clicking on Help or contact the **DISS Customer Call Center (CCC) at 1-800-467-5526**.

Note: If you encounter an issue with a specific record, be prepared to provide a screenshot via encrypted email.