DISS JVS JOB AID

Creating and Viewing a Subject in the Joint Verification System

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY
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
• When you “Create Subject” in DISS there is additional information required than what was in JPAS.

• Required Information includes:
  o First and Last Name
  o Social Security Number
  o Birth Country
  o Birth State
  o Birth City
  o Gender
  o Marital Status
  o Citizenship information when not born in the US
  o Category type

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.
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.
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**.”

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

<table>
<thead>
<tr>
<th>Guy Nice: Subject Details</th>
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<tbody>
<tr>
<td><strong>SSN:</strong> 444-99-1111</td>
</tr>
<tr>
<td><strong>DOB:</strong> 1980/01/01</td>
</tr>
<tr>
<td><strong>Place Of Birth:</strong> None, United States</td>
</tr>
<tr>
<td><strong>Exception Code:</strong> None</td>
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<tr>
<td><strong>Supporting Investigation:</strong> None</td>
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<tr>
<td><strong>Incident Report:</strong> None</td>
</tr>
<tr>
<td><strong>DoD EDI PN:</strong></td>
</tr>
<tr>
<td><strong>Eligibility Level:</strong> None</td>
</tr>
<tr>
<td><strong>Eligibility Determination:</strong> None</td>
</tr>
<tr>
<td><strong>Open Investigation:</strong> No</td>
</tr>
<tr>
<td><strong>NDA Signed Date:</strong></td>
</tr>
<tr>
<td><strong>NDS Signed Date:</strong></td>
</tr>
</tbody>
</table>
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.
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.
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.