

DISS JVS JOB AID

Non-disclosure Agreement (SF312) Submission Process
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 [Submitting a Non-Disclosure Agreement \(SF312\)](#).

Permissions/Roles Required:

- Security Officer
- Security Officer Admin
- Security Manager
- Help Desk with owning relationship to subject

Note: Permissions must have either Grant Non-SCI Access or Manage SCI Access permission.

Search Subject



Click “**View Subject**” this will open up a new tab that lists all of your subjects (this is like your JPAS PSMNet). Once the list is open you can search for the person, by looking through the list or by typing their name in the open fields at the top.

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

A screenshot of the 'Subject' management interface. At the top is a blue header with a dropdown arrow and the text 'Subject'. Below this, there are four blue links: 'View Subjects', 'Mass Subject Transfer', 'Mass Indoctrination', and 'Mass Debrief'. An orange arrow points to the 'View Subjects' link. Below the links is the 'Subject Search:' section, which contains a text input field with the placeholder 'Enter SSN or Pseudo SSN'. An orange arrow points to this input field. Below the input field is a green button with the text 'Search Subjects', which is circled with an orange oval. At the bottom of the section is a blue link 'Create Subject'.

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



- What if my person is not listed in my subject list to be picked?
 - Most likely, the relationship did not flow over correctly from JPAS. You will need to search for the person by SSN and then add the relationship to the subject.
- What if I don't have the blue "Subject Details" link after their name?
 - This means you do not have a relationship with the person, you will need to establish a relationship for that link to show up.
- What if I don't see any of my people in the subject list?
 - You may have been provisioned under the wrong SMO, look up a record of a person that should be in your subject list, compare the SMO that has the relationship with the record to the SMO you have an account under. If they are different, then reach out to your account manager to be added to the SMO with the correct role needed.

UPLOADING THE SF312

**DEFENSE
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Subject Details



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

Select “Subject Details”.

Scenario: In this case there is an open investigation but no SF-312/Non Disclosure Agreement in the subject’s record and the subject can not be granted temporary(interim) access until a SF-312 is uploaded.

A screenshot of the JVS (Joint Virtual System) interface showing the "Subject Details" tab for a subject named "Red Apple". The tab is highlighted with a yellow circle. The interface includes a top navigation bar with tabs for "About JVS", "Subjects", and "Subject Summary". The "Subject Details" tab is active, displaying a form with various fields. The form is organized into two columns. The left column contains fields for SSN, DOB, Place Of Birth, Exception Code, Supporting Investigation, and Incident Report. The right column contains fields for DoD EDI PN, Eligibility Level, Eligibility Determination, Open Investigation, NDA Signed Date, and NDS Signed Date. The "Open Investigation" field is set to "Yes".

Red Apple	
SSN:	
DOB:	1970/07/01
Place Of Birth:	Chantilly, United States
Exception Code:	None
Supporting Investigation:	None
Incident Report:	
DoD EDI PN:	
Eligibility Level:	None
Eligibility Determination:	None
Open Investigation:	Yes
NDA Signed Date:	
NDS Signed Date:	

Subject Details tab appears.

Subject Details: Accesses



1. Under the Subject Details tabs - select **Accesses**.



2. Select the green “Add NDA/NDS” link.

Add NDA/NDS Upload Document



The NDA/NDS must be a PDF file. The following are mandatory fields that must be entered:

Steps:

- Enter the “Signed Date” of the NDA
- Enter the “Document Name”
- Select the “Document Type” - click the drop down arrow and select “NDA”
- Select “Document” – Select PDF

A screenshot of the "Upload Document" form. The form has a blue header bar with the title "Upload Document" and a close button. Below the header, the instruction "Select PDF document to upload and provide Signed Date" is displayed. The form contains several input fields: a date field for "Signed Date", a text field for "Document Name", a large text area for "Document Description" (with a "250 characters remaining" indicator), a dropdown menu for "Document Type" (currently showing "Select One"), and a button labeled "+ Document" for the "Document" field. The fields for "Signed Date", "Document Name", "Document Type", and "Document" are circled in orange to indicate they are mandatory. At the bottom right, there are two buttons: "Add Document" (green) and "Cancel" (grey).

Add Signed Date

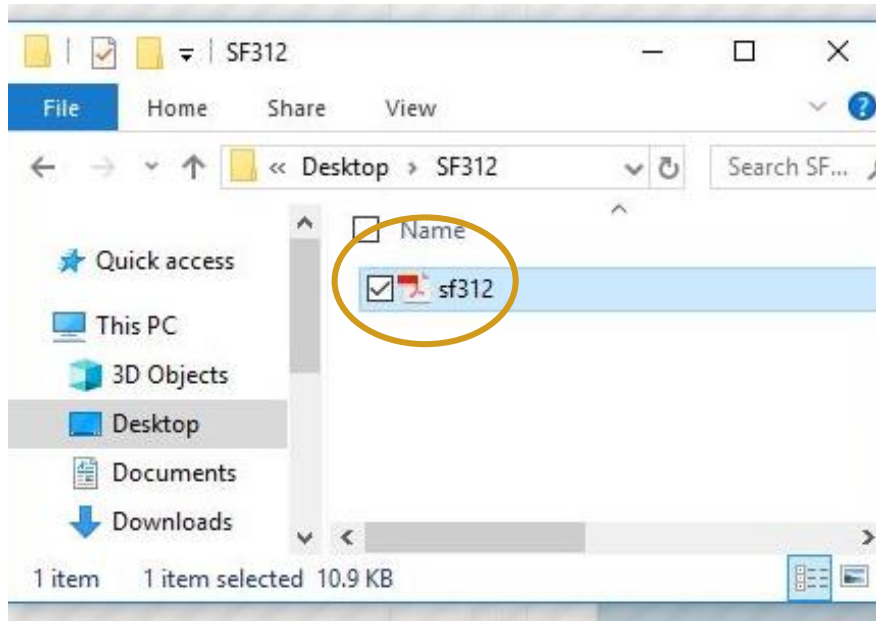


To add the **Signed Date** click on the calendar icon in the pop up **Upload Document**.

Select the “**Signed Date**” of the NDA and select “**Close**”.

A screenshot of the 'Upload Document' pop-up window. The window has a blue header with the title 'Upload Document' and a close button. Below the header, it says 'Select PDF document to upload and provide Signed Date'. There are four required fields: '*Signed Date:', '*Document Name:', 'Document Description:', '*Document Type:', and '*Document:'. A calendar icon is circled in orange next to the '*Signed Date:' field. A calendar pop-up is displayed over the calendar icon, showing the month of September 2020. The date 11 is highlighted in green. The 'Close' button on the calendar is also circled in orange. At the bottom of the pop-up, there are two buttons: 'Add Document' (green) and 'Cancel' (grey).

Upload Document



Click on “Document” and select the PDF to upload.

A screenshot of the 'Upload Document' form. The title bar is 'Upload Document'. The main text is 'Select PDF document to upload and provide Signed Date'. The form has the following fields:

- *Signed Date: A text box containing '2020/09/10' with a calendar icon.
- *Document Name: A text box containing 'SF312'.
- Document Description: A large text area.
- 250 characters remaining.
- *Document Type: A dropdown menu with 'NDA' selected.
- *Document: A section with a blue button labeled '+ Document' and a text box below it. A yellow circle highlights the '+ Document' button.
- At the bottom, there are two buttons: 'Add Document' (green) and 'Cancel' (grey). A yellow circle highlights the 'Add Document' button.

Add SF312



When the document is uploaded
it will show in the box, then
select “Add Document”.

A screenshot of a web form titled "Upload Document" with a close button (X) in the top right corner. The form contains the following fields: a "Signed Date" field with the value "2020/09/10" and a calendar icon; a "Document Name" field with the value "SF312"; a "Document Description" text area with a "250 characters remaining" indicator; a "Document Type" dropdown menu currently set to "NDA"; and a "Document" field with a "+ Document" button. Below the "Document" field, the filename "sf312.pdf" is displayed. At the bottom of the form are two buttons: "Add Document" (highlighted with a green circle and an orange arrow from the text on the left) and "Cancel".

Upload Document

Select PDF document to upload and provide Signed Date

*Signed Date: 2020/09/10

*Document Name: SF312

Document Description:

250 characters remaining.

*Document Type: NDA

+ Document

*Document:

sf312.pdf

Add Document Cancel

Subject Basic Inform: NDA/NDS History



DOB: 1970/07/01

Eligibility Level: None

Eligibility Determination: None

Supporting Investigation: None



CSR NDA submitted for review.



NDA Document Saved.

Basic Info.

Contact Info.

Other Subject Details

SMO Relationships

Incidents

Accesses

CSRs/RFAs

Foreign Travel

Subject Actions

Citizenship (1)

Once completed, information will load as history under this section. Status message will appear under the NDA/NDS History section - "Pending Approval from CATS".

NDA and NDS History (1)

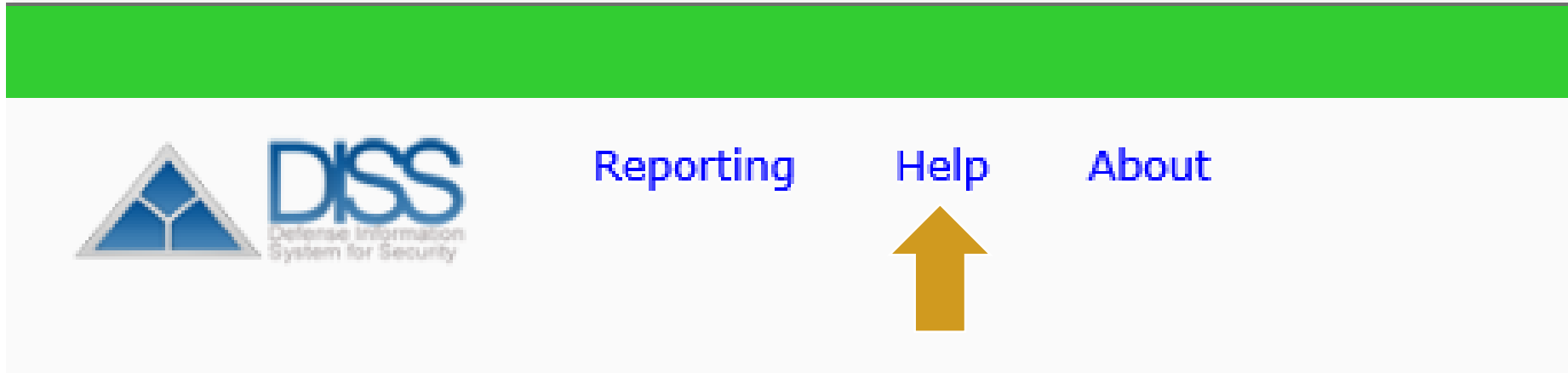
NDA/NDS	Signed Date ▾	Effective Date ▴	Show Document
NDA	2020/09/10	2020/09/11	Pending Approval from CATS
Add NDA/NDS			

Approved/Reject NDA



- When a Security Officer adds an NDA or NDS document while granting a new access, JVS automatically sends an NDA/NDS Review task to CATS.
- The VROC Industry Process Team reviews the NDA/NDS and either approves or rejects, and if the NDA/NDS task is rejected/revised, the Security Officer must revise the task before resubmitting. If rejected, a message in the **Task Inbox** will appear. **Task Inbox** link is in the **Communications** control panel.
- If the NDA/NDS task is approved, the task will close and JVS users will be able to view the NDA/NDS document on the Accesses sub-tab in JVS.

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.