

DISS JVS JOB AID

Granting Temporary Access and Access
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 [Granting Temporary Access and Access](#).

Permissions/Roles Required:

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

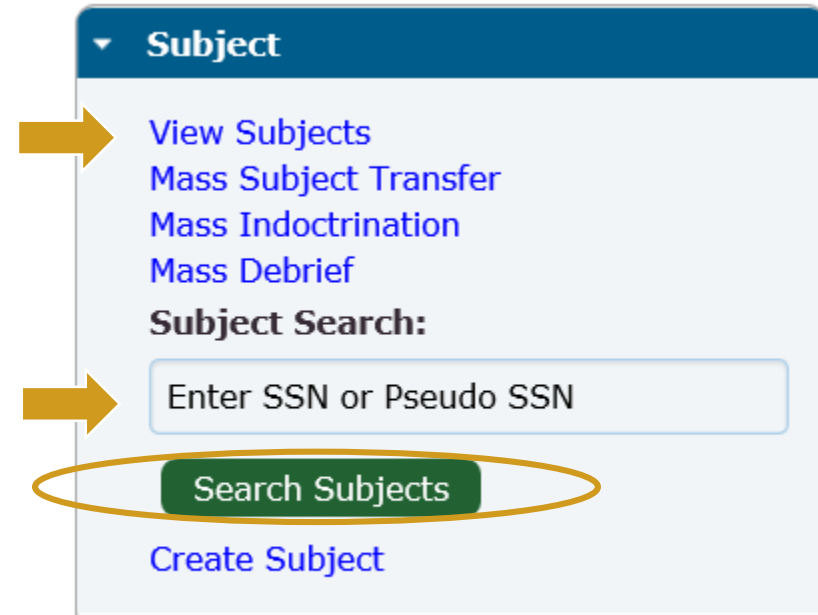
Note: Permissions must have either Grant Non-SCI Access or Manage SCI Access permission.

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. It has a dark blue header with a dropdown arrow and the word "Subject". Below the header, there are four blue links: "View Subjects", "Mass Subject Transfer", "Mass Indoctrination", and "Mass Debrief". Under these links is the "Subject Search:" section, which contains a text input field with the placeholder "Enter SSN or Pseudo SSN". Below the input field is a green button labeled "Search Subjects", which is circled in orange. At the bottom of the section is a blue link labeled "Create Subject". Two orange arrows point to the "View Subjects" link and the "Search Subjects" button.

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.

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. The top navigation bar has three tabs: "About JVS", "Subjects", and "Subject Summary". The "Subject Summary" tab is currently selected. Below the tabs, the subject name "Red Apple" is displayed. To the right of the name, the "Subject Details" link is circled in orange. Below the name, there are two columns of information. The left column contains: SSN, DOB (1970/07/01), Place Of Birth (Chantilly, United States), Exception Code (None), Supporting Investigation (None), and Incident Report. The right column contains: DoD EDI PN, Eligibility Level (None), Eligibility Determination (None), Open Investigation (Yes), NDA Signed Date, and NDS Signed Date. At the bottom of the screenshot, the navigation bar is shown again, but now the "Subject Details" tab is selected and highlighted.

Subject Details tab appears

GRANTING TEMPORARY (INTERIM) ACCESS

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



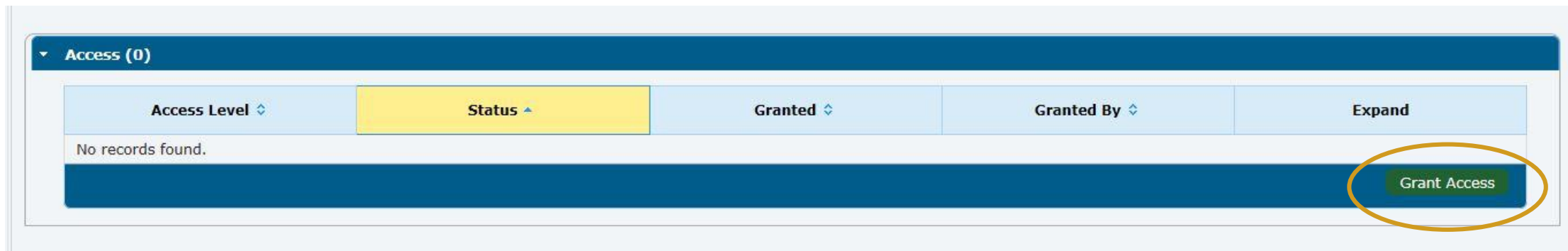
Subject Details: Temporary Accesses



About JVS × Subjects × Subject Details ×



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



2. To grant temporary access to a subject, click on the “**Grant Access**” button in the Accesses sub-tab. A pop-up window called **Grant New Access** opens.

Access Information: Owning Relationship



- If the subject has only one owning relationship, the Owning Relationship field is disabled and automatically filled.
 - Otherwise, use the drop-down menu to select an Owning Relationship
- In this case, **Industry** is automatically displayed.

A screenshot of the 'Grant New Access' form. The form has a blue header with the title 'Grant New Access' and a close button. It is divided into three main sections: 'One Time Access', 'Access Information', and 'NDA and NDS'. The 'Access Information' section is highlighted with a yellow oval. In this section, the '*Owning Relationship:' field is a disabled dropdown menu showing 'Industry'. Other fields include '*Access Level:' (a dropdown showing 'Select One'), '*Indoctrination Date:' (a date field with a calendar icon), 'Attestation Document:' (a text field with an 'Add Document' button), and 'Attestation Date:' (a date field with a calendar icon). The 'NDA and NDS' section contains fields for '*NDA Date:' (2020/09/10), 'NDA Document:' (Signed NDA), 'NDS Date:', and 'NDS Document:'. At the bottom right are 'Save' and 'Cancel' buttons.



Access Information: Temporary (Interim) Access Level

- Next, select Access Level – click the drop down arrow and select the applicable level:
 - Temporary Confidential
 - Temporary Secret
 - Temporary Top Secret
 - Secret
 - Top Secret...

Access Information

*Owning Relationship: Industry

*Access Level: Select One

*Indoctrination Date: Select One

Attestation Document:

Attestation Date:

Temporary Confidential

Temporary Secret

Temporary Top Secret

Scroll down to find level

- **Military** and **Agencies** can grant “Temporary” access while waiting for an investigation to close and final adjudication determination.
- **Industry** – “Secret/Top Secret” access can be granted if the supporting Interim determination is posted by VROC.
- **Note:** **Industry** is not authorized NATO or other special access levels with an Interim determination.

DoD EDI PN:

Eligibility Level: Secret

Eligibility Determination: Interim made on 2020-11-05 by DoD CAF

Open Investigation: No



Access Information: Temporary (Interim) Access Level

Add the “Indoctrination date” using the calendar.
NDA date will show under NDA/NDS Section.
Select “Save”.

Grant New Access

One Time Access

Last One-Time Access Date:

Access Information

*Owning Relationship: Industry

*Access Level: Secret

*Indoctrination Date: 2020/09/10

Attestation Document: Add Document

Attestation Date:

NDA and NDS

*NDA Date: 2020/09/10 NDA Document: Signed NDA

NDS Date: NDS Document:

Save Cancel

Industry

Select One

Sep 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Current Date Close

Temporary Secret (Interim) Access



Once access is established, the Access subtab will show the Type (Level), Status, Granted (date), and Granted By (SMO), and Subject Category.

Military and Agencies

Type	Status	Granted	Granted By	Subject Category	Expand
Temporary Secret	ACTIVE	2020/11/05	DISS	Academy	

To expand the Access box click on the blue arrow to see Associated Relationships

Industry


Type	Status	Granted	Granted By	Subject Category	Expand
Secret	ACTIVE	2020/11/05	IWORKS-TEST-1	Industry	




Access Tab: Associated Relationships

When the Access box is expanded the Associated Relationships show the relationships to include SMO Name, Begin Date, Industry Classification Code (ICC), End Date and Termination Reason (Term. Reason).


Access (1)

Access Level	Status	Granted	Granted By	Subject Category	Expand
Secret	ACTIVE	2019/08/05	561P94 - TEKSYNAP CORP	Industry	
<div><div><div>Access Information</div><div>Indoctrination Date: 2019/08/05</div><div>Subject Category: Industry</div><div>Debrief Information</div><div>Debrief Date:</div><div>Access Removal Reason:</div><div>Debriefing SMO:</div></div><div><div>Attestation Date:</div><div>Attestation Document:</div><div>Debrief Type:</div><div>Access Removal Date:</div><div>Debrief Comments:</div></div></div>					
Associated Relationships					
Type	SMO Name	Begin Date	ICC	End Date	Term. Reason
Owning	561P94 - TEKSYNAP CORP	2019/07/30			

Grant Access



Click to expand



GRANTING ACCESS

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



Granting Access



To grant access to a subject, click on the “**Grant Access**” button in the Accesses sub-tab. A pop-up window called **Grant New Access** opens.



Note: Owning and Servicing can grant access.

Grant New Access



- If the subject has only one owning relationship, the Owning Relationship field is disabled and automatically filled. Otherwise, use the drop-down menu to select an Owning Relationship. In this case, **Industry** is automatically displayed.
- Next, select **Access Level** – click the drop down arrow and select the applicable level:
 - Confidential
 - Secret
 - Top Secret
- Add the “Indoctrination date” using the calendar.
- Select “Save”.

The screenshot shows the 'Grant New Access' form with the following sections:

- One Time Access**: Last One-Time Access Date: (empty field)
- Access Information**:
 - *Owning Relationship: Industry (dropdown menu)
 - *Access Level: Select One (dropdown menu)
 - *Indoctrination Date: (calendar icon)
 - Attestation Document: Add Document (button)
 - Attestation Date: (calendar icon)
- NDA and NDS**:
 - *NDA Date: 2020/09/10
 - NDA Document: Signed NDA (with edit icon)
 - NDS Date: (empty field)
 - NDS Document: (empty field with edit icon)

At the bottom right, there are 'Save' and 'Cancel' buttons, with a yellow arrow pointing to the 'Save' button.

Note: The Attestation Date is required when the Attestation Document has been uploaded, and Access Level selected is Top Secret, it is not required for SCI.

Access is Active



Once the Access is granted, it will show as Active under the Access tab under Status.

Access (1)				
Access Level	Status	Granted	Granted By	Expand
Secret	ACTIVE	2020/09/11	561P94 - TEKSYNAP CORP	+
Grant Access				
Visits (0)				

Granting Access

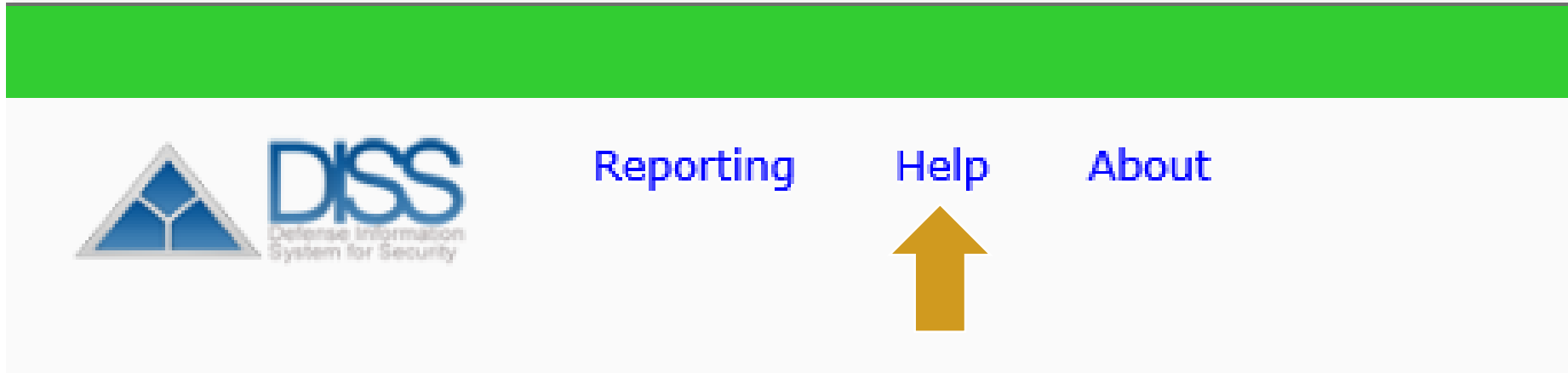


When Access box is expanded the Associated Relationships show relationships to include Type, SMO Name, Begin Date, Industry Classification Code (ICC), End Date, and Termination Reason.

Access (1)

Access Level	Status	Granted	Granted By	Expand	
Secret	ACTIVE	2020/09/11	I561P94 - TEKSYNAP CORP		
Access Information Indoctrination Date: 2020/09/11 Attestation Document: Attestation Date:					
Debrief Information Debrief Date: Access Removal Reason: Debriefing SMO: Debrief Type: Access Removal Date: Debrief Comments:					
Associated Relationships					
Type	SMO Name	Begin Date	ICC	End Date	Term. Reason
Owning	561P94 - TEKSYNAP CORP	2018/10/11	Assurance1		
<div>Debrief Access</div> <div>Suspend Access</div> <div>Grant Access</div>					

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.