DISS JVS JOB AID

Granting Temporary Access and Access

in the Joint Verification System

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Jan. 2021

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
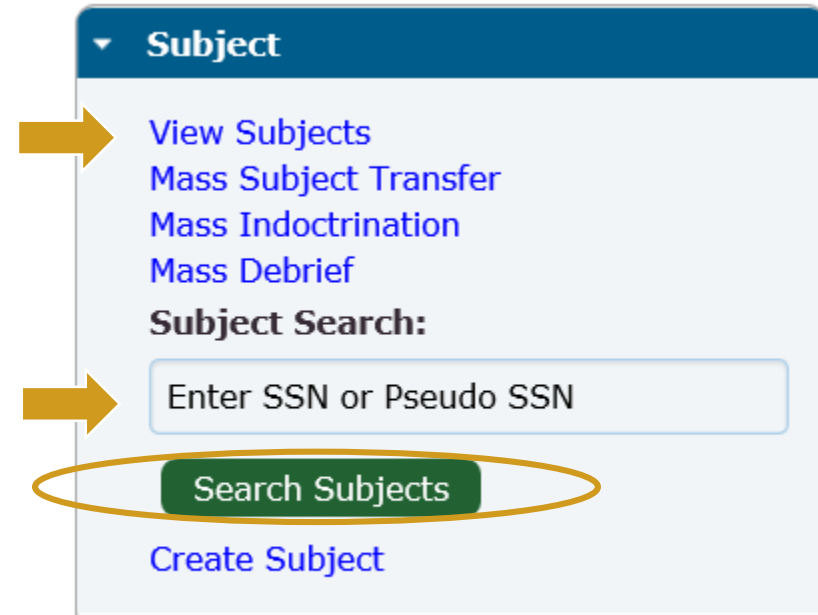- Security Manager
- Help Desk with owning relationship to subject

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**".

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?**

  o 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?**

  o 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?**

  o 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.

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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.

About JVS	Subjects	**Subject Summary**

Red Apple Subject Details

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

About JVS	Subjects	**Subject Details**

Subject Details tab appears

GRANTING TEMPORARY (INTERIM) ACCESS
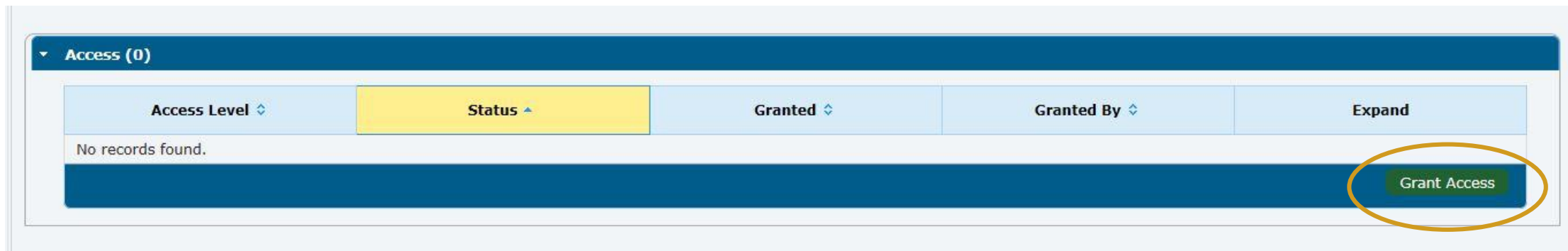
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Subject Details: Temporary Accesses

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.
  - o Otherwise, use the drop-down menu to select an Owning Relationship

- In this case, **Industry** is automatically displayed.

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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…

- **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.

Scroll down to find level

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Access Information: Temporary (Interim) Access Level

Add the **"Indoctrination date"** using the calendar.

NDA date will show under NDA/NDS Section.

Select **"Save"**.

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	

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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).


Click to expand

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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"**.

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.

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Access is Active

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

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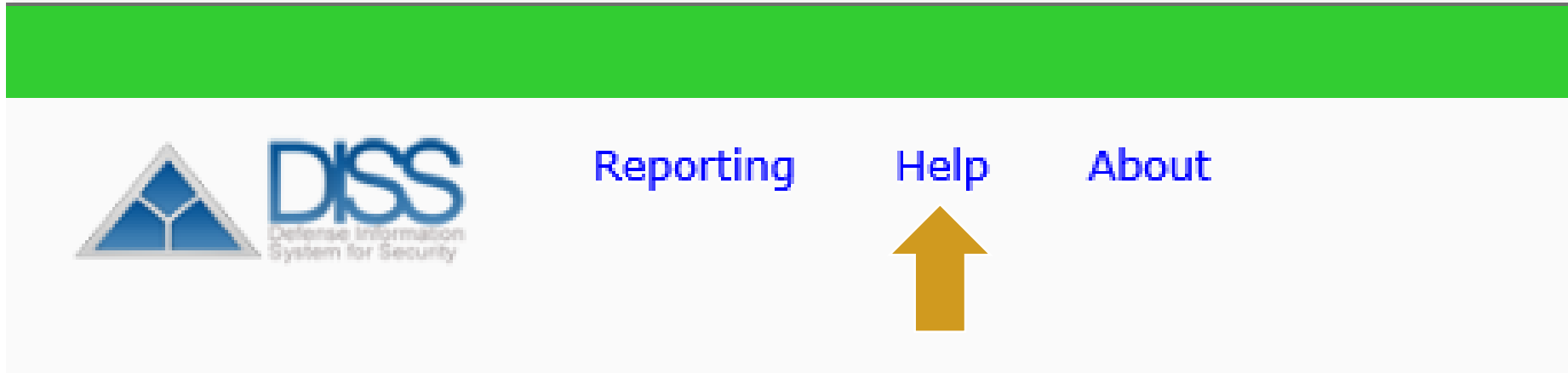AND SECURITY AGENCY

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.

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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.

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