DISS JVS JOB AID

Debriefing and Suspending Access in the Joint Verification System

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

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 Debriefing and Suspending Access.

Permissions/Roles Required:

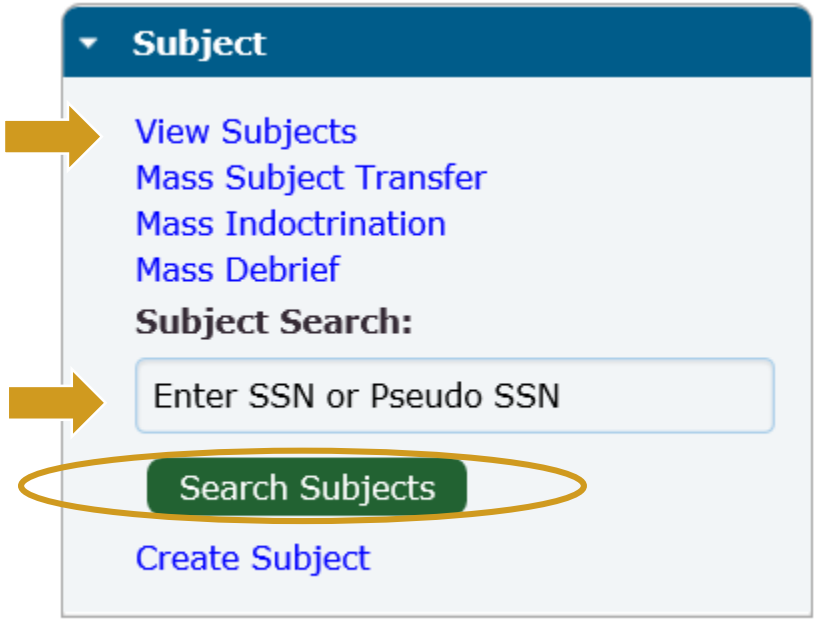
- Security Officer
- Security Officer Admin
- Security Manager
- Help Desk with owning relationship to subject

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

Troubleshooting

- **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.

Subject Details tab appears

DEBRIEFING ACCESS

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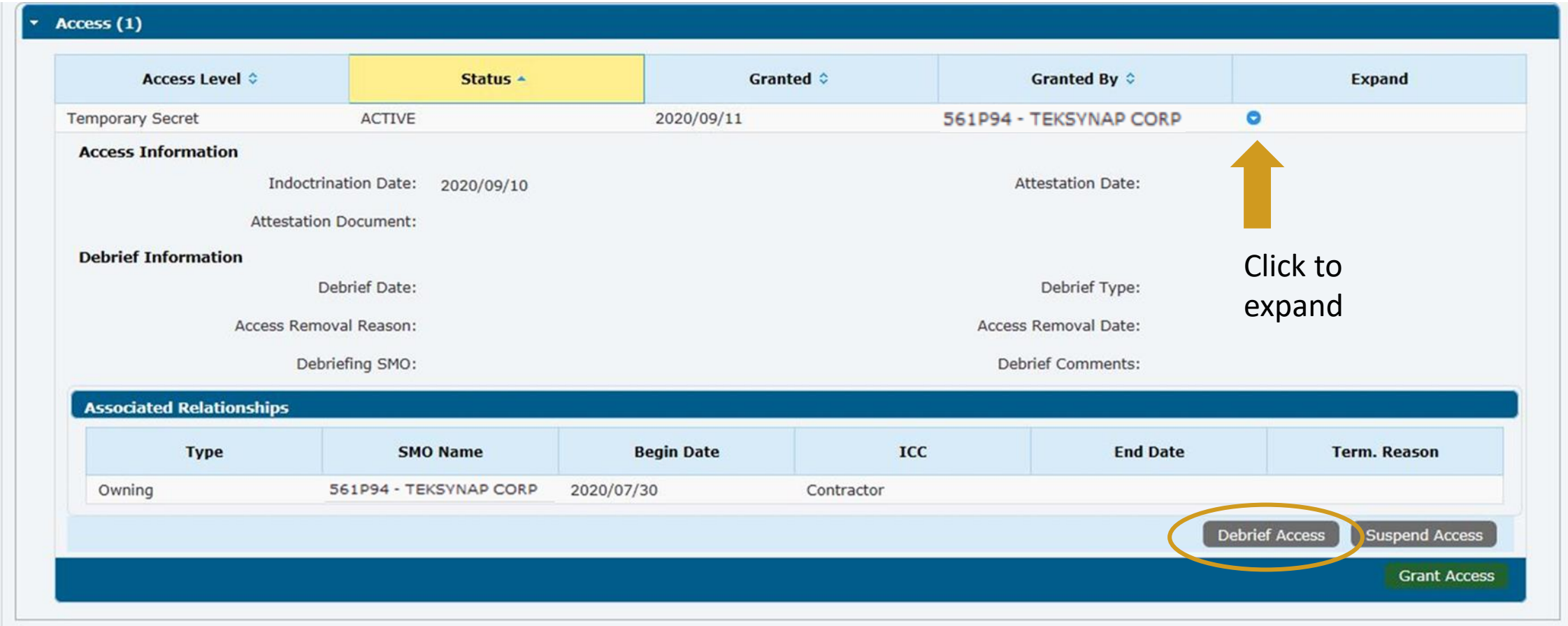
Debrief Access

From the Associated Relationships you can Debrief or Suspend Access. To see the Associated Relationships you must click on the expand button on the far right.

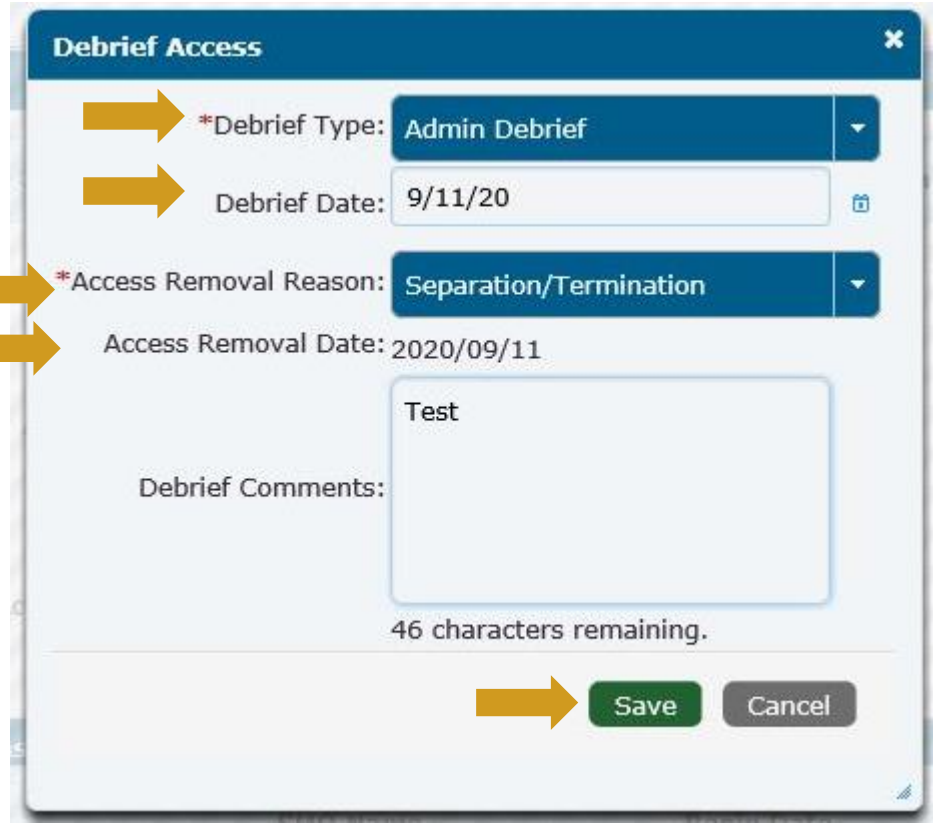


Debrief

There are two types of Debriefing, Admin and Person Debrief. In a Person Debrief the person is physically present while in an Admin Debrief the person was not available.

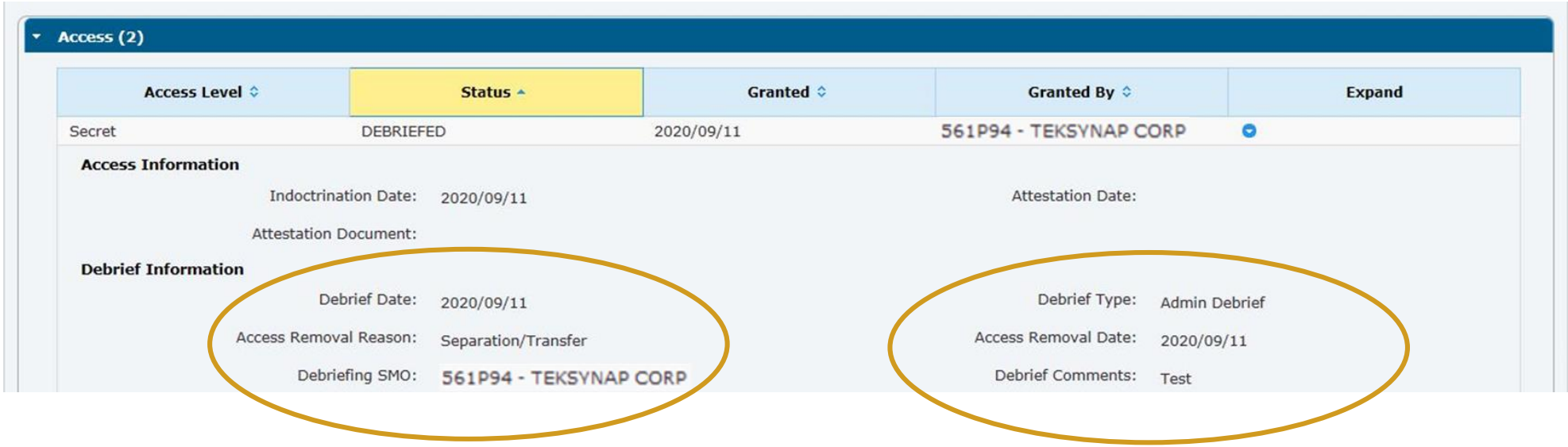
For an Admin Debrief or Person Debrief, you must select **Access Removal Reason** and select a reason from the drop down menu.

- Debrief Date is not required for an Admin Debrief but it is for a Person Debrief
- The Access Removal Date will automatically list today's date.
- **Select "Save"** when done.



Debrief Information

Under the Access tab the Debrief Information will be recorded.



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SUSPENDING ACCESS

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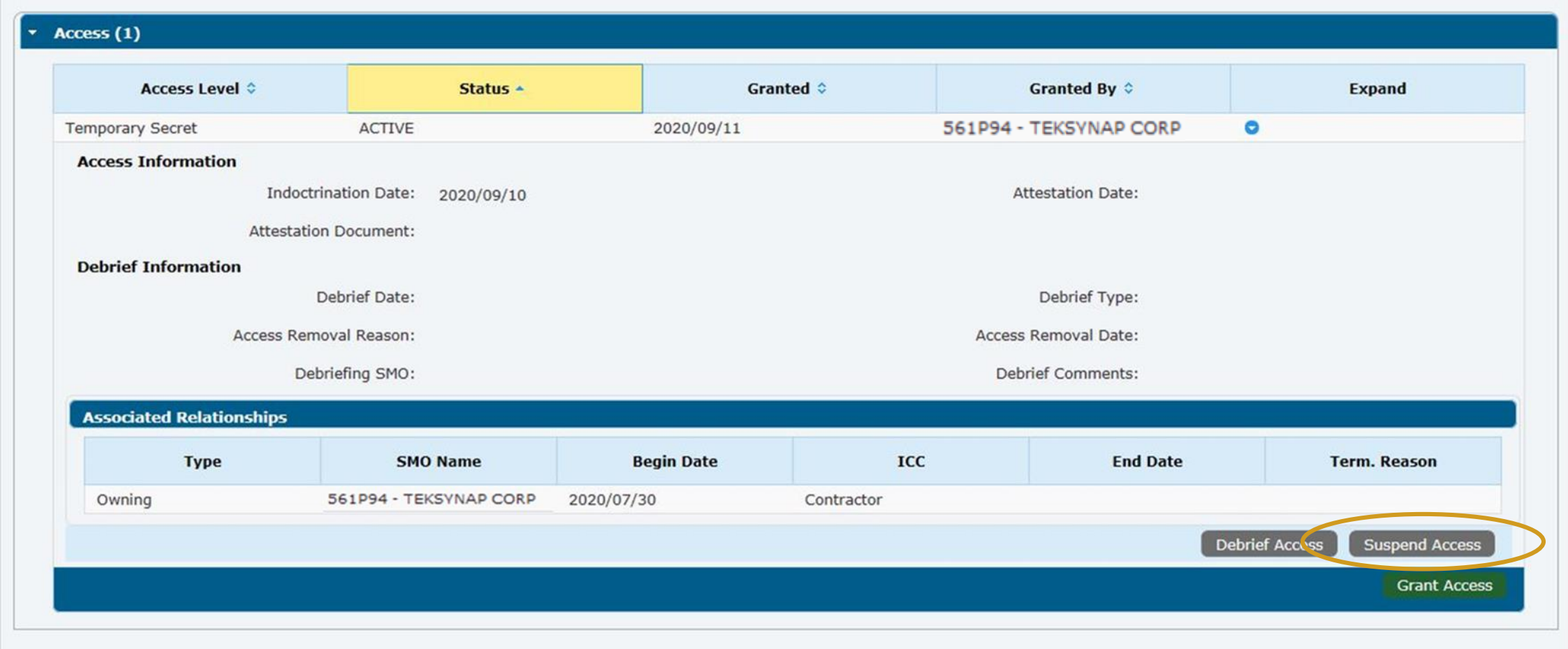
Suspend Access

From the Access tab of the subject's record click on **"Suspend Access".**

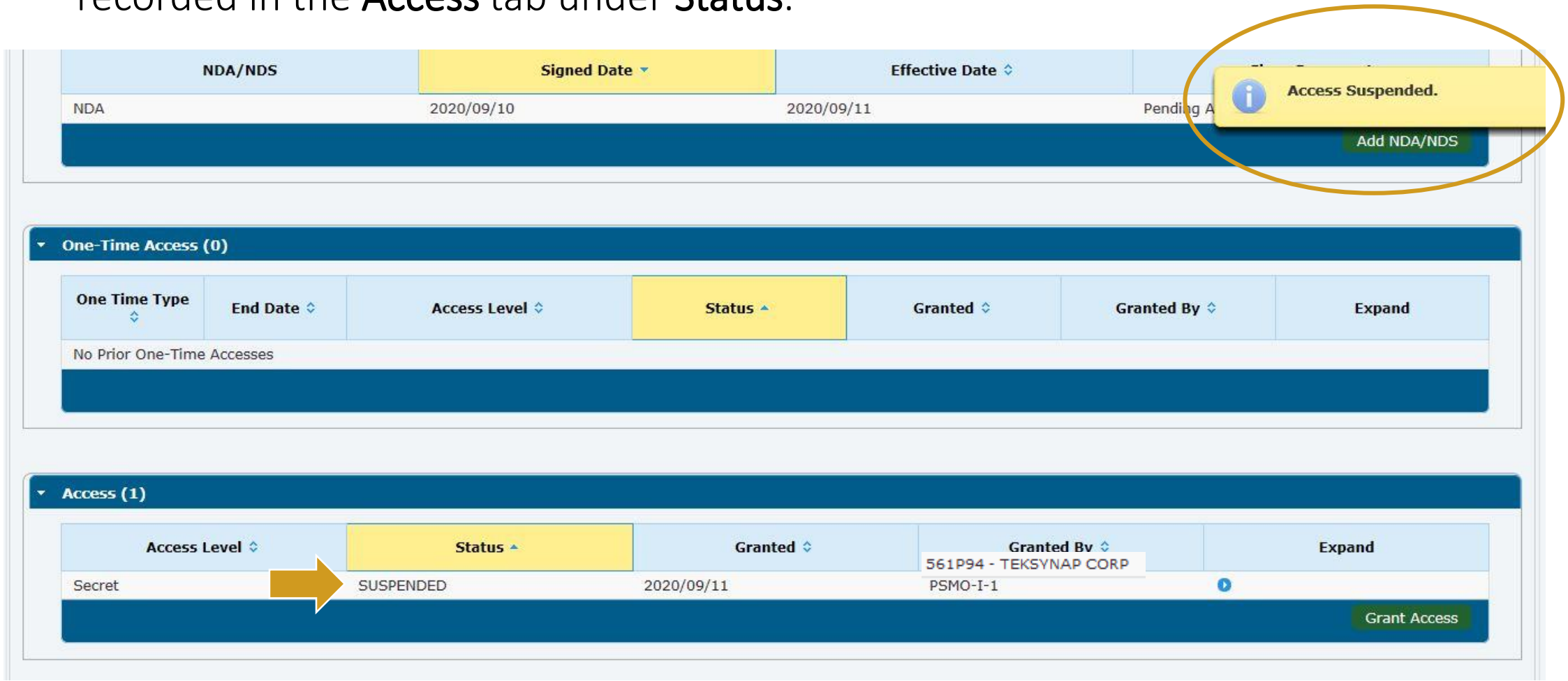


Suspend Access

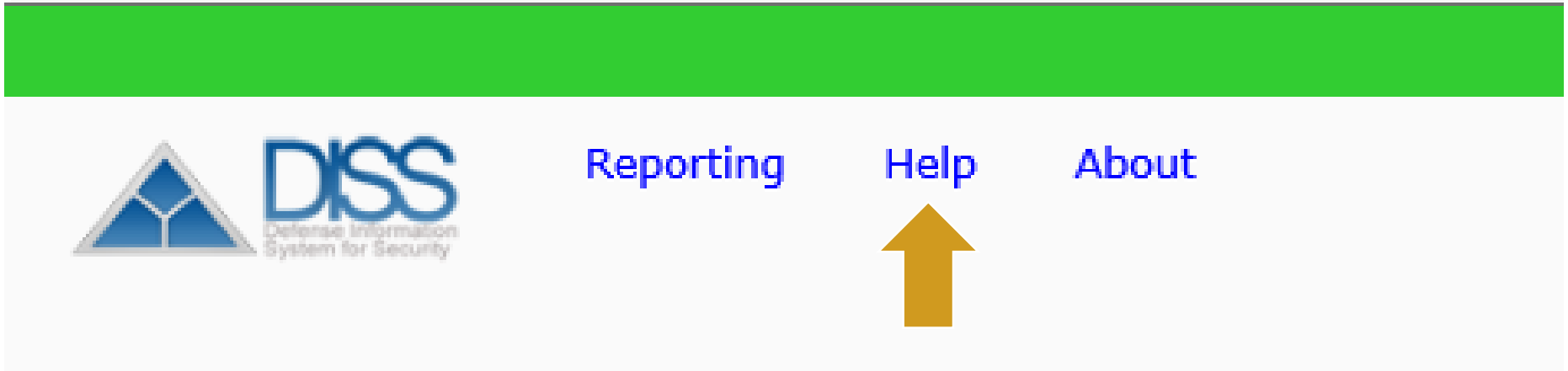
A box will pop up asking you “Are you sure you want to suspend Access?”. Select “Yes” or “No”.

Access Suspended

If you selected **“Yes”,** an **Access Suspended** message appears and it is recorded in the **Access** tab under **Status**.



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.