

DISS JVS JOB AID

Debriefing and Suspending 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 [Debriefing and Suspending Access](#).

Permissions/Roles Required:

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

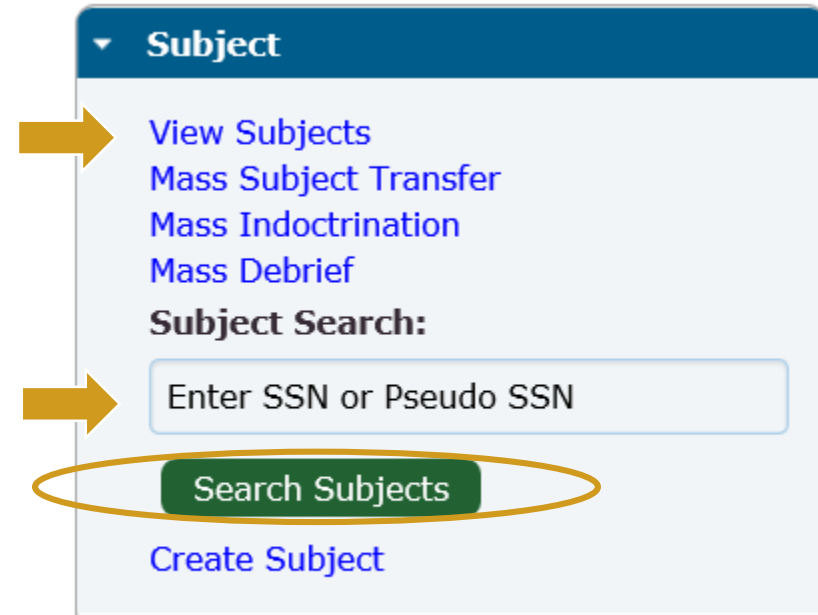
Note: Permissions must have either Grant Non-SCI Access or Manage SCI Access permission.

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**”.

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 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 fields are organized into two columns. 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 screen, there is another set of tabs: "About JVS", "Subjects", and "Subject Details", with "Subject Details" being the active tab.

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:	

Subject Details tab appears

DEBRIEFING ACCESS

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



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.

Access (1)

Access Level	Status	Granted	Granted By	Expand												
Temporary Secret	ACTIVE	2020/09/11	561P94 - TEKSYNAP CORP													
<div><div><div>Access Information</div><div>Indoctrination Date: 2020/09/10</div><div>Attestation Document:</div></div><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>Debrief Type:</div><div>Access Removal Date:</div><div>Debrief Comments:</div></div></div>																
<div><div>Associated Relationships</div><table><thead><tr><th>Type</th><th>SMO Name</th><th>Begin Date</th><th>ICC</th><th>End Date</th><th>Term. Reason</th></tr></thead><tbody><tr><td>Owning</td><td>561P94 - TEKSYNAP CORP</td><td>2020/07/30</td><td>Contractor</td><td></td><td></td></tr></tbody></table><div><div>Debrief Access</div><div>Suspend Access</div><div>Grant Access</div></div></div>					Type	SMO Name	Begin Date	ICC	End Date	Term. Reason	Owning	561P94 - TEKSYNAP CORP	2020/07/30	Contractor		
Type	SMO Name	Begin Date	ICC	End Date	Term. Reason											
Owning	561P94 - TEKSYNAP CORP	2020/07/30	Contractor													



Click to
expand



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.

A screenshot of the 'Debrief Access' form with several yellow arrows pointing to specific fields. The form has a blue header with the title 'Debrief Access' and a close button. The fields include: '*Debrief Type:' with a dropdown menu set to 'Admin Debrief'; 'Debrief Date:' with a text input showing '9/11/20' and a calendar icon; '*Access Removal Reason:' with a dropdown menu set to 'Separation/Termination'; 'Access Removal Date:' with a text input showing '2020/09/11'; and 'Debrief Comments:' with a large text area containing the word 'Test'. Below the comments area, it says '46 characters remaining.' At the bottom right, there are 'Save' and 'Cancel' buttons. Yellow arrows point to the 'Debrief Type', 'Debrief Date', 'Access Removal Reason', and 'Save' button.

Debrief Information



Under the Access tab the Debrief Information will be recorded.

▼ Access (2)

Access Level ▾	Status ▲	Granted ▾	Granted By ▾	Expand
Secret	DEBRIEFED	2020/09/11	561P94 - TEKSYNAP CORP	⊕
Access Information				
Indoctrination Date: 2020/09/11		Attestation Date:		
Attestation Document:				
Debrief Information				
Debrief Date: 2020/09/11		Debrief Type: Admin Debrief		
Access Removal Reason: Separation/Transfer		Access Removal Date: 2020/09/11		
Debriefing SMO: 561P94 - TEKSYNAP CORP		Debrief Comments: Test		

561P94 - TEKSYNAP CORP

SUSPENDING ACCESS

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



Suspend Access



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

Access (1)

Access Level ▾	Status ▲	Granted ▾	Granted By ▾	Expand	
Temporary Secret	ACTIVE	2020/09/11	561P94 - TEKSYNAP CORP	⌵	
Access Information <div>Indoctrination Date: 2020/09/10</div> <div>Attestation Document:</div> <div>Attestation Date:</div>					
Debrief Information <div>Debrief Date:</div> <div>Debrief Type:</div> <div>Access Removal Reason:</div> <div>Access Removal Date:</div> <div>Debriefing SMO:</div> <div>Debrief Comments:</div>					
Associated Relationships					
Type	SMO Name	Begin Date	ICC	End Date	Term. Reason
Owning	561P94 - TEKSYNAP CORP	2020/07/30	Contractor		
<div>Debrief Access</div> <div>Suspend Access</div>					
<div>Grant Access</div>					

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**.

NDA/NDS	Signed Date ▾	Effective Date ▾	
NDA	2020/09/10	2020/09/11	Pending A

Access Suspended.

Add NDA/NDS

One-Time Access (0)

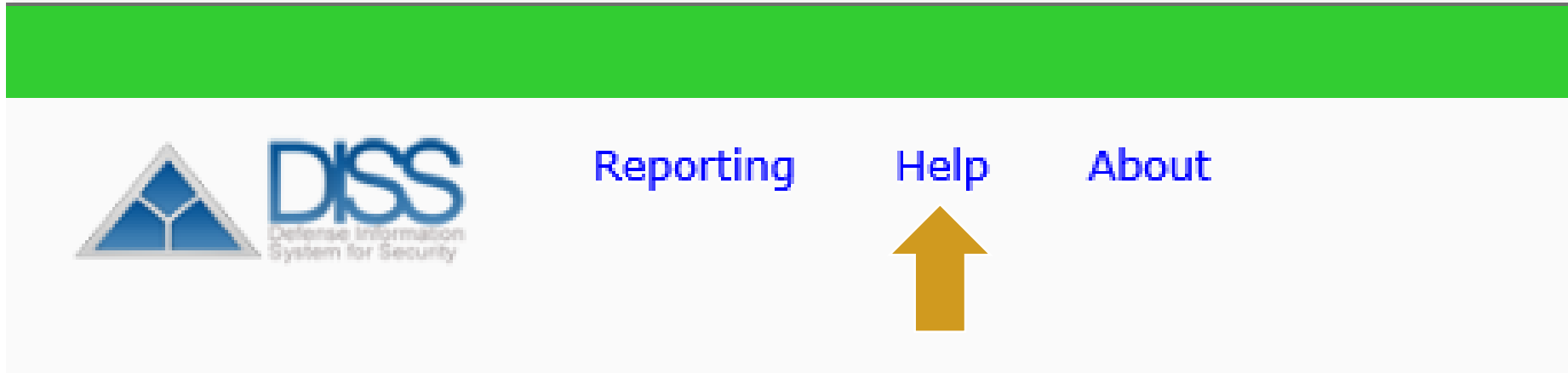
One Time Type ▾	End Date ▾	Access Level ▾	Status ▲	Granted ▾	Granted By ▾	Expand
No Prior One-Time Accesses						

Access (1)

Access Level ▾	Status ▲	Granted ▾	Granted By ▾	Expand
Secret	SUSPENDED	2020/09/11	561P94 - TEKSYNAP CORP PSMO-I-1	

Grant Access

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.