DISS JVS JOB AID

Create a Visit Request

in the DISS Joint Verification System

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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.



- Permissible Roles to create a visit:
 - Security Officer
 - Security Officer Admin (optional permission)
 - Security Officer Visit Admin
 - Security Manager



• Creating a Visit and Searching a Visit are under 2 different links.

Create SMO Visit



Let's get started, first, from the main screen, locate the SMO tab. Make sure the tab is fully extended to show SMO options to include **Current SMO** drop down.

-	SMO	
	View Current SMO	
	View SMO Tree	
	Search SMOs	
	Create SMO	
	Create SMO Visit	
	View SMO Visits	
	Current SMO:	
	PSMO-I-1	
	Set Default SMO	
	Set Default SMO	

If you have a role for more than one SMO, ensure you are in the correct SMO to submit the visit under.



Create SMO Visit



Select Hosting SMO is a required field. Options available are Current SMO or Find Hosting SMO.

- SMO		0			
View Current SMO View SMO Tree		Select SMO	SMO Location	n	
Search SMOs Create SMO	Se	lect a SMO			
Create SMO Visit View SMO Visits	*S	elect hosting SMO O Curr	ent SMO Find Hosting	SMO	
Current SMO:	ANNW 12				
Set Default SMO	2 5	Select " Current Sl	MO"		
1 Click on " Create SMO Visits"					
		t ation	Confirmation		
Note: If "Create SMO Visit" is not showing	g you			3	Select
may not have the correct Role to take this If you select Current SMO for the Hosting	SMO.				"Next"
no additional fields display.			Next Cancel		
Jan. 2021				COUNTERI	DEFENSE NTELLIGENCE

SMO Location



Select "Existing SMO Location" and Select "Next".

Select SMO	MO Locatio	on Infor	mation	Confirmatio
elect Location				
Select a SMO (PSMO-I-1) Location to h	nost the visit:			
Existing SMO Location Tempo	orary visit Location	No Location		
Sector and the				
Might Logation				
Visit Location				
Visit Location	Existin	g SMO Locations (2)		
Visit Location Addr.	Existin	g SMO Locations (2) State	Zip+Ext.	Country
Visit Location Addr. 8401 Greensboro Drive Suite 220	Existin City McLean	g SMO Locations (2) State VA	Zip+Ext. 22102	Country
Visit Location Addr. 8401 Greensboro Drive Suite 220 111 Glendole Lane	Existin City McLean Chantilly	g SMO Locations (2) State VA VA	Zip+Ext. 22102 22033	USA USA

Select SMO: Find Hosting SMO

w Visit			
Select SMO SMO L	ocation Visit Information	Confirmation	
elect a SMO			
Select hosting SMO: O Current SMO	d Hosting SMO		
Find Hosting SMO			
▼ Find SMO			
SMO Attributes			
SMO Attributes			
SMO Attributes			-
SMO Attributes SMO Name: Organization Attributes			
SMO Attributes SMO Name: Organization Attributes			
SMO Attributes SMO Name: Organization Attributes CAGE Code:	Unit Identification		
SMO Attributes SMO Name: Organization Attributes CAGE Code:	Unit Identification Code:		
SMO Attributes SMO Name: Organization Attributes CAGE Code: U.S. Joint Select Joint Organiz	Unit Identification Code: U.S. Agency		
SMO Attributes SMO Name: Organization Attributes CAGE Code: U.S. Joint Organization: Select Joint Organiz	Unit Identification Code: U.S. Agency Code:		
SMO Attributes SMO Name: Organization Attributes CAGE Code: U.S. Joint Organization: Select Joint Organiz Service Organization	Unit Identification Code: U.S. Agency Code: Non U.S.		

If you are not the Host then you need to find the Hosting SMO. Select "Find Hosting SMO".

Use the SMO Attributes to search for the SMO such as SMO Name, Cage Code, Service, Unit Identification Code etc.

Select SMO: Finding Hosting SMO

Organization	Non U.S.	
Code:	Agency code.	
Sub Agency		
Code:		
Location Attributes		
Addross Line 1:	Address	
Address Life 1.	Line 2:	
City:	State: State/Territory	
		Click on " Search" to generate any
Zip Code:	Country: Country	
		matching results.
	Search	The results display in the SMO
10 Capuel: Baculte		
NO Search Results		Search Results table.
CMO Nama Ctatu	Organization Organization Facilit	ty
SMO Name Status	Type Clearan	
o records found.		Select the appropriate SMO and
		Select Next.



SMO Location: Temporary Visit Location

If you select **Temporary Visit Location**, you need to fill in the location fields. Use the drop-down menus to select a State and Country.

Select SMO	SMO Location	Information	Confirmation
elect Location			
elect a SMO (PSMO-I-1) Loca	tion to host the visit:		
Existing SMO Location	Temporary Visit Location 🚺 No Locati	ion	
Visit Location			
*Address 1:	Address 2:		
*City:	State: State/Territ	tory 👻	



SMO Location: Select Existing SMO locations



Select the correct "Existing SMO Location" from your options and select "Next".

Select SMO	SMO Locatio	on V Infor	isit mation	Confirmation
ect Location				
ct a SMO (PSMO-I-1) Location to	host the visit:			
Existing SMO Location 🛛 🔵 Temp	porary Visit Location	No Location		
sit Location				
sit Location				
sit Location	Existin	g SMO Locations (2)		
sit Location Addr.	Existin	g SMO Locations (2) State	Zip+Ext.	Country
Addr. 8401 Greensboro Drive Suite 220	Existin City McLean	g SMO Locations (2) State VA	Zip+Ext.	Country
Addr. 3401 Greensboro Drive Suite 220	Existin City McLean Chantilly	g SMO Locations (2) State VA VA	Zip+Ext. 22102 22033	USA USA

Visit Information



Select SI	MO SMO	O Location	Visit Information	Confirmation
isit Details				
*Visit Name:				
*Start Date:	yyyy/mm/dd	a	*End Date: yyyy/mm/dd	0
*Access Level:	Select Visit Access	-	*Reason: Select Visit Reason	-
Visit Notes:				
2000 characters oint of Contact *First Nar	s remaining : Information me:		*Last Name:	
2000 characters oint of Contact *First Nar *Phone Numb	s remaining t Information me:		*Last Name:	

In the Visitor Information tab you must provide the "Visit Details" and "Point of Contact Information".

See instructions and an example in the next two slides.

Visit Information Example



isit Details	Information	Commination
*Visit Name:		
*Start Date: yyyy/mm/dd	2 *End Date: yyyy/mm/dd	1
Access Level: Select Visit Access	*Reason: Select Visit Reaso	on 💌
Visit Notes:		
2000 characters remaining		
oint of Contact Information		
*First Name:	*Last Name:	

- 1. Enter Visit Name.
 - This is a free text field.
- 2. Enter Start Date and End Date.
 - Use the calendar to ensure proper entry however, this information can be manually entered in the DISS approved date format.
- 3. Enter Access Level.
 - Drop-down option contains: None, Top Secret, Top Secret SCI, Secret and Confidential.
- 4. Enter Visit Reason.
 - Drop-down option contains: Inspection, Meeting, Other, Planning Conference, Seminar, Symposium, TAD/TDY, and Training.

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Visit Information Example (continued)



Select SMO	MO Location Vis	it mation Confirmation
Visit Details		
*Visit Name:		
*Start Date: yyyy/mm/dd	🗯 *End Date:	yyyy/mm/dd
*Access Level: Select Visit Acces	✓ *Reason:	Select Visit Reason
2000 characters remaining		
Point of Contact Information		
*First Name:	*Last Nan	ne:
*Phone Number:		

- 5. Enter Visit Notes.
 - While this is not a required field this space could be utilized for additional information such as contract being utilized for meeting or other special instructions.
- 6. Enter Point of Contact information.
 - First Name, Last Name and Phone Number are all required fields to be completed under this section.
- 7. Select "Next" when complete.

After you selected **"Next"** the Visit Confirmation Details appear.

Review the Visit Details to confirm they are correct.

Select SMO	SMO Location	Visit Information	Confirmation
MO Organization Details			
SMO Name:	PSMO-I-1	Parent SMO:	DISS-DISS-12
Organization:	UNKNOWN	Organization Type:	Unknown
U.S. Agency Code:		Sub Agency Code:	
MO Location Details			
SMO Location Type:	Existing Location		
Address Line 1:	111 Glendole Lane	Address Line 2:	
City:	Chantilly	State:	Virginia
Zip Code:	22033	Country:	United States
isit Details			
Visit Name:	James Outlet		
Visit Start Date:	2020/09/30	Visit End Date:	2020/12/18
Visit Access Level:	Secret	Visit Reason:	Inspection





If the Visit Details are incorrect select **"Back"** to correct.

If the Visit Details are correct select **"Save"**.

111 Glendole Lane		
TTT ORIGINO CONC	Address Line 2:	
Chantilly	State:	Virginia
22033	Country:	United States
James Outlet		
2020/09/30	Visit End Date:	2020/12/18
Secret	Visit Reason:	Inspection
Mike	Last Name:	Growler
444-555-6969		
	Chantilly 22033 James Outlet 2020/09/30 Secret Mike 444-555-6969	Chantilly State: 22033 Country: James Outlet 2020/09/30 Visit End Date: Secret Visit Reason: Mike Last Name: 444-555-6969

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Once you have saved the Visit information it will appear in the Visit Details Tab where you are able take Visit Actions, Change Location or Add Subject.

	lames Outlet				Visit State	us: Created		
Access Level:	Secret				Hosting SM	O: PSMO-I-1		
Creating SMO: F	PSMO-I-1				Reaso	on: Inspection		
Start Date: 2	2020/09/30				End Da	te: 2020/12/18		
POC Name: 0	Growler, Mike				POC Numb	er: 444-555-6969		
								Visit A
sit Location	Address		City	s	itate	Zip+Ext.	Count	try
111 Glendole Lane		Chanti	lly	Virginia	22033		United States	
							Char	nge Local
sit Subjects (0)								
Furnand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status	
Expanu								





- Under Visit Actions menu you can Edit Visit Information or change Visit Status to Cancel or Activate.
- To activate an existing Visit, click on the "Visit Actions" drop-down menu and select Activate Visit.

								Archive Visit
T Giendole Lane		Chantil	у	virginia	22033			Activate Visit
1 01-14-1-1	Address	Charatill	City	St	ate	Zip+Ext.	Co	Visit Status
it Location				ay.	ų			Edit Visit Information
								Visit Actions Visit Information
Visit Notes:	Testing							* 16-is a si
POC Name:	Growler, Mike				POC Number:	444-555-6969		
reating SMO:	PSMO-I-1				Reason:	Inspection		
	Secret				Hosting SMO:	PSMO-I-1		
reating SMO: Start Date:	Secret PSMO-I-1 2020/09/30				Hosting SMO: Reason: End Date:	PSMO-I-1 Inspection 2020/12/18		





A pop-up window called Activate Visit opens.

Select "Yes" to finish activating the visit, or select "No" to cancel the activation.





Once activated, the status of the visit changes to **Active** and you receive a confirmation message.

About JVS × Subj	ect Details × SMO Visits ×	Visit Details *	Uisit Activated.
Visit Name:	Training	Visit Status: 🤇	Active
Access Level:	None	Hosting SMO:	Navy
Creating SMO:	Navy	Reason:	Training
Start Date:	2020/09/07	End Date:	2020/09/13
POC Name:	Baker, Laura	POC Number:	555-987-7896
Visit Notes:	Training for Security Officers.		
			* Visit Actions



Change Visit Location



If you need to change Visit Location select **"Change Location".**

nt JVS × Visit I	Details *							
Visit Name:	James Outlet				Visit Sta	atus: Created		
Access Level:	Secret				Hosting S	MO: PSMO-I-1		
Creating SMO:	PSMO-I-1				Rea	Inspection		
Start Date:	2020/09/30				End D	Date: 2020/12/18		
POC Name:	Growler, Mike				POC Num	ber: 444-555-696	59	
Visit Notes:	Testing							Visit Actions
/isit Location	Address		City	s	tate	Zip+Ext.		Country
111 Glendole Lane		Char	itilly	Virginia	220	33	United State	es
/isit Subjects (0)	F							Change Location
Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status	
No records found.								Add Subject





The Visit Location box appears with the same options you had before when you established the Visits Request.

When completed with the edits select **"Save"** or if no changes were made or you want to discard those changes select **"Cancel"**.

Edit Visit Location				
Select a SMO Location to host the	e visit:			
Existing SMO Location 1	Temporary Visit Locat	ion 🔵 No Location	n	
Visit Location (2)				
Addr.	City	State	Zip+Ext.	Country
8401 Greensboro Drive Suite 220	McLean	VA	22102	USA
111 Glendole Lane	Chantilly	VA	22033	W5A
				Save Cancel



If the Visit Location is changed and saved a yellow box will confirm "Visit Location saved".

JVS × Visit	Details ×						1 Visit	Location saved.
Visit Name	James Outlet				Visit St	atus: Created		
Access Level:	Secret				Hosting	SMO: PSMO-I-1		
Creating SMO:	PSMO-I-1				Rea	ason: Inspection		
Start Date:	2020/09/30				End [Date: 2020/12/18		
POC Name:	Growler, Mike				POC Nun	nber: 444-555-6969		
Visit Notes:	Testing							
								Visit Act
sit Location								
sit Location	Address		City	St	ate	Zip+Ext.		Country
sit Location 3401 Greensboro Suite 220	Address Drive	McLear	City	St Virginia	ate 221	Zip+Ext.	United St.	Country
sit Location 3401 Greensboro Suite 220	Address Drive	McLear	City	St Virginia	ate 221	Zip+Ext.	United St.	Country ates Change Locatio
sit Location 3401 Greensboro 5uite 220	Address Drive	McLear	City	Virginia	ate 221	Zip+Ext.	United St.	Country ates Change Locatio
sit Location 3401 Greensboro Suite 220 sit Subjects (0)	Address Drive	McLear	City	Virginia	ate 221	Zip+Ext.	United St.	Country ates Change Locatio
sit Location 3401 Greensboro Suite 220 sit Subjects (0) Expand	Address Drive Subject Name	McLear	City n Start Date	Virginia Virginia	ate 221 Access Status	Zip+Ext. 02 Access Level	United Sta	Country ates Change Locatio
sit Location 8401 Greensboro Suite 220 sit Subjects (0) Expand No records found	Address Drive Subject Name .	McLear	City	Virginia End Date	ate 221 Access Status	Zip+Ext. 02 Access Level	United St.	Country ates Change Locatio
sit Location 3401 Greensboro 3uite 220 sit Subjects (0) Expand No records found	Address Drive Subject Name .	Eligibility	City n Start Date	Virginia Virginia	ate 221 Access Status	Zip+Ext. 02 Access Level	United Sta Visit Status	Country ates Change Locatio





Now you need to add visitors to the request by selecting **"Add** Subject".

Visit Notes: Testing						
						Visit Ac
isit Location						
Addre	55	City	State		Zip+Ext.	Country
111 Glendole Lane		Chantilly	Virginia	22033		United States
						Change Locati
1-1- (n)						
isit subjects (0)						



ADD SUBJECT TO VISIT

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You have two options to add a Subject to the Visit.

Type in the Social Security number and Select "Add Subject"

Or

Scroll through the subject's for the Current SMO appear within the table. The entire subject list will populate.

Note: Not all subjects in the list will meet the conditions to be added to the visit.

d Subject by SSN/PSSI	N:	Add Subjec	t			
		······································	345678	9 10 (*) (*)		
Last Name 💠	First Name 🗘	SSN/PSSN 🗘	Birth Date 🗘	Eligibility	Inv Type	Inv Close Date
1artinez	Yvette			None		
.arkin	Tracy			None		
Costello	Ingrid			None		
IcNash	Aria			None	Tier 5	2020-03-17
SRUpgradeElg-1562	CSRUpgradeElg-1562			Top Secret	Tier 5	2018-09-18
est	Jack1			None		
GCI1	SCI1			Top Secret	Tier 5	2019-07-11
lose	Sammy			None		
los1	Sammy			None		
115	H15			Top Secret	Tier 5	2019-05-15
51	S1			None		
1iller	Mary			None		
GATVZ22	GATVZ22			Top Secret	Tier 5	2018-09-06
Apple	Red			None		
Four	Test			None		



S1



Selecting a subject from the table will display their information below.

iller	Mary				None			
ATVZ22	GATVZ22				Top Secret	Tier 5		2018-09-06
ople	Red				None			
our	Test				None			
Cubiact Ma			S	ubject Inform	ation	7/01		
Subject Na	ility: None				DOB: 1987/0	//01		
						10/10		
*Start D	ate: 2020/09/30	0	1		*End Date: 2020/	12/18	0	
	WARD DECKES CONTRACTOR							
Select Owning	/Servicing SMO							
Select Owning	/Servicing SMO			·				
Select Owning	/Servicing SMO egory *	Relations	hip ≎		SMO \$		Begin Date 🗘	ICC \$
Select Owning Cate	/Servicing SMO egory *	Relations	ihip ≎	PSMO-I-1	SMO ≎		Begin Date \$ 2020/07/30	ICC \$
Select Owning Cate	/Servicing SMO egory 🔺	Relations Owning	ship ≎	PSMO-I-1	SMO ≎		Begin Date 💠 2020/07/30	ICC \$
Select Owning Cate Industry ject Visit Access:	/Servicing SMO egory *	Comparison	ship ≎ Ig SMO	PSMO-I-1	SMO ≎		Begin Date 2020/07/30	ICC \$
Select Owning Cat Industry ject Visit Access: Select Subject	/Servicing SMO egory * Existing Access Access for Visit	Relations Owning Defer to Hostin	:hip ≎ ıg SMO	PSMO-I-1	SMO \$		Begin Date \$ 2020/07/30	ICC \$
Select Owning Cat Industry ject Visit Access: Select Subject	/Servicing SMO egory A Existing Access Access for Visit	Relations Owning Defer to Hostin	s hip ≎ Ig SMO	PSMO-I-1	smo ≎		Begin Date 2020/07/30	ICC \$
Select Owning Cat Industry ject Visit Access: Select Subject	/Servicing SMO egory A Existing Access Access for Visit	Relations Owning Defer to Hostin	ihip \$ ig SMO Status	PSMO-I-1	SMO \$ Granted		Begin Date 🗘 2020/07/30 Grante	ICC \$ Contractor
Select Owning Cat Industry ject Visit Access: Select Subject	/Servicing SMO egory A Existing Access Access for Visit Type ind.	Relations Owning Defer to Hostin	ship \$ ng SMO Status	PSMO-I-1	SMO \$ Granted		Begin Date	ICC \$ Contractor
Select Owning Cat Industry iect Visit Access: Select Subject No records fou	/Servicing SMO egory Existing Access Access for Visit Type ind.	Relations Owning Defer to Hostin	ship \$ ng SMO Status	PSMO-I-1	SMO \$ Granted		Begin Date 🗘 2020/07/30 Grante	ICC \$ Contractor
Select Owning Cat Industry ect Visit Access: Select Subject No records fou	/Servicing SMO egory A Existing Access Access for Visit Type ind.	Relations Owning Defer to Hostin	ship \$ ng SMO Status	PSMO-I-1	SMO \$ Granted		Begin Date 🔷 2020/07/30	ICC \$ Contractor
Select Owning Cat Industry iect Visit Access: Select Subject No records fou	/Servicing SMO egory Existing Access Access for Visit Type Ind.	Relations Owning Defer to Hostin	ship \$ Ig SMO Status	PSMO-I-1	SMO \$ Granted		Begin Date 🗘	ICC \$ Contractor
Select Owning Cat Industry ject Visit Access: Select Subject No records fou ception Reason:	/Servicing SMO egory Existing Access Access for Visit Type und.	Relations Owning Defer to Hostin	ship \$ ng SMO Status	PSMO-I-1	SMO \$ Granted		Begin Date 🗘 2020/07/30 Grante	ICC \$ Contractor



Select Owning or Services



Select the calendar icon to select a **"Start Date"** and **"End Date"** The selectable dates will filter based on the dates of the visit.

elect Owning/Servicing SI	40			
Category 🔺	Relationship 🗘	SMO 🗘	Begin Date 🗘	ICC \$
Industry	Owning	PSMO-I-1	2020/07/30	Contractor

Click on a row to select an **Owning/Servicing SMO** relationship.

Use the radio buttons to select a visit access: "Existing Access", or "Defer to Hosting SMO". If you select Defer to Hosting SMO, the hosting SMO will then need to create a servicing relationship with the subject, and grant the subject the same level of access as the hosting SMO. Use this option when the creating SMO has a lower access than the hosting SMO.

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If you cale at	Subject Visit Access	: 💽 Existing Access	Defer to Hosting SMO		
n you select	 Select Subject 	Access for Visit			
"Existing		Туре	Status	Granted	Granted By
Access [®] , CIICK	Top Secret		ACTIVE	2020/05/13	Army
on a row to select an	Exception Reason:				
existing access.		50 characters remain	ing.		
					Save Cancel

If the subject's access is lower than the visit's access level, you must type an "Exception Reason" into the text box. Click "Save".



Selected Subject



	Address		City	S	tate	Zip+Ext.		Country
01 Greensboro D ite 220	Drive	McL	ean	Virginia	22	2102	United St	ates
								Change Location
t Subjects (1)								
t Subjects (1)								
t Subjects (1) Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status	

If saved, the subject is added to the Visit Subjects table and the number increases by one.

You can view the subject visit on 'Subject details' page under visit section in JVS, CATS and Appeals application.

To edit a subject after adding them to the visit, click on the edit icon in that row of the "Visit Subjects" table. A pop-up window called Edit Subject Visit opens. Edit the fields as appropriate. Click Save to save your edits, or click "Cancel" to cancel your edits. Note: You can only add a subject once to a visit. Otherwise, you will receive an error message.





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.

