

DISS JVS JOB AID

FREQUENTLY ASKED QUESTIONS
VISIT REQUEST
IN THE DISS JOINT VERIFICATION SYSTEM

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



Permissible Roles



- 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.



FREQUENTLY ASKED QUESTIONS (FAQ)

VISIT REQUEST

**DEFENSE
COUNTERINTELLIGENCE
AND SECURITY AGENCY**



FAQ About Creating A Visit



Can I create a visit on behalf of another SMO to my facility?

- Yes, DISS allows for users to create a **"Hosting"** visit. The visiting SMO will receive a notification and can add/cancel visitors from the visit as well as modify the visit location while the Visit is in the "Created" status.

Can I create a visit for my SMO to another facility?

- Yes, using the **"Find Hosting SMO"** establishes your SMO to visit another SMO. When your SMO visit is created, the hosting SMO will receive a notification. The hosting SMO has the ability to cancel the visit if it's not approved.

FAQ About Creating A Visit



Can I add personnel to a visit without a relationship to my SMO?

- Yes, users can add personnel that have a relationship with another SMO. As long as the subject has a relationship with a SMO, they can be added to a visit.

Will I get a notification if one of my employees is added to a visit?

- Yes, the visit will also be added to the subject's record as well as found in the Visit Report in the reporting module.

Will I get a task to approve a Security Manager adding my employee to a visit?

- No, but you will receive a notification that the subject was added. As the visiting/hosting SMO, the Security Manager/Officer has the ability to "Cancel" their employee from the visit at any time.

FAQ About Creating A Visit



How long do visits last in the system?

- Visits will remain visible within DISS even after archiving/completion. You can access old visits by selecting the correct checkbox in the search criteria fields.

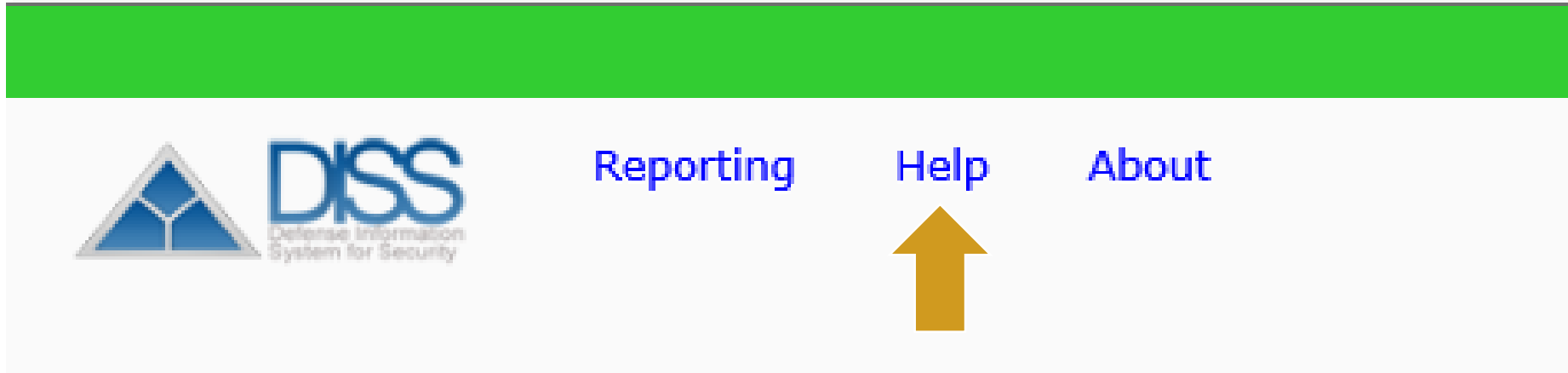
Can I extend a visit or modify the dates and location?

- Yes, both SMOs can modify the visit while in a "Created" status. Once active however, only the Hosting SMO has the ability to modify the visit date and location.

What's the definition of Visit Request Status?

- Created means the visit template was built by a user. Users in both the hosting and creating SMOs can modify the visit location and add/cancel personnel to the visit.

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.