

# DISS JVS JOB AID

Defense Information System for Security  
Joint Verification System

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

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# DISS Components



System of Record for of all DOD employees, military personnel, civilians and DOD contractors in support of:

- Personnel Security
- Suitability
- Credential Management

Secure communications between Adjudicators, Security Officers, and Component Adjudicators.

There are three components of DISS

- Joint Verification System (JVS)
- Consolidated Adjudication Tracking System (CATS)
- Appeals System

Industry uses the Joint Verification System side of DISS



## DMDC LINKS

DISS CATS LOGIN

DISS JVS LOGIN

DISS APPEALS LOGIN



<https://www.dcsa.mil/is/diss/>



The User Manual for JVS and Reporting is designed for the users in the Security Management Office (SMO) who have access to view and edit personnel security information. The User Manual guides users through all of the functionalities of JVS and Reporting by following the control panels and menu options from the top of the webpage to the bottom.

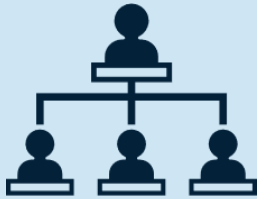
A screenshot of the top navigation bar of the DISS JVS User Manual. The bar has a green header. Below it, the DISS logo (Defense Information System for Security) is on the left. To the right of the logo are three menu items: "Reporting", "Help", and "About". A yellow arrow points from the "Help" link to a text box on the right. The text box contains the instruction: "DISS JVS User Manual is accessible inside DISS. To access the user manual click on Help link located at the top of the home page once you log into JVS." data-bbox="75 459 922 733"/>

DISS JVS User Manual is accessible inside DISS. To access the user manual click on Help link located at the top of the home page once you log into JVS.

# Select Your Topic...



## Accounts & SMO Hierarchy



*Account Manager process, roles, permissions and SMO Hierarchy alignment*

## Relationships



*Create Subject and establish relationship within SMO*

## NDA Submission Process



*NDA (SF312) Submission Process within JVS*

## Access Management



*Manage Subject Access within SMO (Grant, Debrief, and Suspend)*

## Visit Requests



*Create and Change Visit Request within JVS*

## Investigation Requests



*Industry - Investigation Request using JVS*

## Tips and Tricks



*Quick Tips and Tricks in JVS for users*

## Personnel Security Support



*DSCA Contact Information*

# ACCOUNTS AND SMO HIERARCHY

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# Program Security System Access Request (PSSAR):



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

HOME ABOUT US MISSION CENTERS INFORMATION SYSTEMS CAREERS CONTACT US

HOME > INFORMATION SYSTEMS > DEFENSE INFORMATION SECURITY SYSTEM (DISS) > DISS RESOURCES

DISS

DISS Resources

DISS FAQs

DISS Alerts

DISS Contact Information

DISS Resources

General Information

Access Request

Data Quality

- DISS Account Management Policy
- DISS Account Request Procedure
- PSSAR Form
- PSSAR Industry FAQs

- Account access information/process is provided in the DISS Account Management Policy and the Account Request Procedure.
- Industry is **no longer required** to submit LOA to receive a DISS account. KMP must sign the DISS PSSAR.
- Industry send PSSAR to [dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil](mailto:dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil)

- DISS PSSAR (account access request): make sure you are using the latest version of the DD FORM 2962 and completed in its entirety. For guidance refer to the **PSSAR FAQs** found on the Personnel Security/Assurance DISS webpage <https://www.dcsa.mil/is/diss/dissresources/>
- For proper **User Roles and Permissions** review the DISS Account Management Policy. (Note: Manage SCI Users and Manage SCI Access, if required)
- **Common Rejections**
  - PSSAR Part 2, Section 16b: Selecting everything in this section or alternatively selecting nothing at all.
  - PSSAR Part 3, Sections 18 and 19: Certificates/training expired (more than one-year old) or dates on certificates do not match dates on PSSAR form.



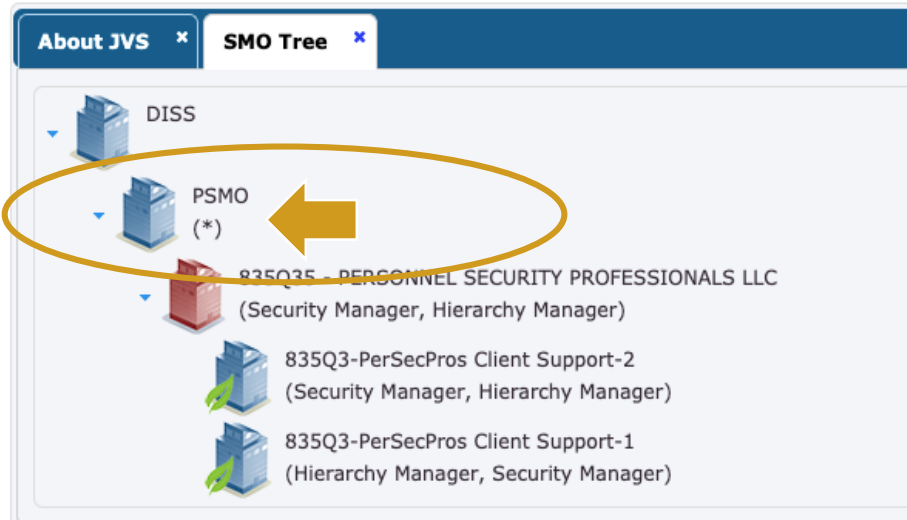
# Hierarchy Management 101



- When data migration occurred, JPAS Levels were transferred to different SMOs in DISS. This means if a user was provisioned for Level 2, 4 and 5 for SMO 12AB3 in JPAS, there are now three SMOs in DISS, one for each level (12AB32, 12AB34 and 12AB35).
- In order to accurately assess the Hierarchy needs, users should understand the scope of their hierarchy by searching for all SMOs associated with their CAGE Code.
- All SMOs should be managed at the highest Parent with at least one Hierarchy Manager.
- It is important that all CAGE Codes within the hierarchy tree can be accessed and managed by a Security Manager/Officer. This can be done through provisioning for each SMO, or configuring the hierarchy to account for all SMOs and provisioning for Security Manager at the highest Parent level.



# Know Your Current Hierarchy



- Within the SMO Tree you have Parent SMOs and Child SMOs, these are at different levels within the SMO tree.
- Hierarchy Managers should ensure they are operating at the highest SMO with PSMO (VROC) as the parent SMO for Industry.
- Think of a SMO (Security Management Office) tree like a company's org chart, the person at the top is responsible for the organization(s) below them. A manager in one branch can't take action on another manager's team that is at a higher level.
- The SMO tree is the same concept. As an example, let's replace people in the org chart with SMOs, a small company may have a flat org chart and only one SMO they are responsible for, while larger companies may have many and need to segment certain SMOs from others.
- If you have more than 75 children/grandchildren SMOs, you will not be able to see your Hierarchy in the application. For resolution, you will need to contact the DMDC Contact Center / VROC.







# Process to Move a SMO

## Select Search SMO:

If you do not have the **Search SMOs** option, please work with your Hierarchy Manager to determine your role/permission setup.

Ensure that your current SMO is set for the SMO you are working or at the Highest SMO in your branch.

The screenshot shows a user interface for SMO management. At the top is a dark blue header with a white downward arrow and the text "SMO". Below the header is a list of menu items in blue text: "View Current SMO", "View SMO Tree", "Search SMOs", "Create SMO", and "View SMO Visits". The "Search SMOs" item is highlighted with a yellow background. Below this list is the text "Current SMO:" followed by a dark blue dropdown menu showing "835Q35 - PERSONNEL SECURI" with a white downward arrow. Below the dropdown is a grey button with the text "Set Default SMO". Two large orange arrows point from the left text towards the "Search SMOs" menu item and the "Current SMO" dropdown.



# Step 1: Search SMOs



1. Type the 5 digit CAGE Code in the SMO Name and select *Search*.



**Find SMO**

**SMO Attributes**

SMO Name:  ←

**Organization Attributes**

CAGE Code:  Unit Identification Code:

U.S. Joint Organization: **Select Joint Organization Code** U.S. Agency Code:

Service Organization Code:  Non U.S. Agency Code:

Sub Agency Code:

**Location Attributes**

Address Line 1:  Address Line 2:

City:  State: **State/Territory** ▾

Zip Code:  Country: **Country** ▾



## Step 2: SMO Results



2. Select the appropriate SMO to be moved.

\*In many instances, searching for the 5 digit CAGE will result in multiple SMOs. The SMO Parent identifies where in the hierarchy that SMO sits. If the SMO Parent is not accurate, a SMO move or Hierarchy Change Request will be required.

SMO Name	Status	Organization	Organization Type	SMO Parent
835Q35 - PERSONNEL SECURITY PROFESSIONALS LLC	Active	PERSONNEL SECURITY PROFESSIONA	Contracting Organization or Vendor	PSMO
835Q3-PerSecPros Client Support-2	Active	PERSONNEL SECURITY PROFESSIONA	Contracting Organization or Vendor	835Q35 - PERSONNEL SECURITY PROFESSIONALS LLC
835Q3-PerSecPros Client Support-1	Active	PERSONNEL SECURITY PROFESSIONA	Contracting Organization or Vendor	835Q35 - PERSONNEL SECURITY PROFESSIONALS LLC

2



# Step 3: SMO Actions



3. Select **Move SMO** from the **SMO Actions** tab, this will bring up the ability to search for the new Parent.

\* If you do not get the **Move SMO** option, you can select **Make Current SMO** if available. This is due to the SMO not being in the hierarchy of the SMO you're currently operating as. If no SMO Actions are available, a Hierarchy Change Request (HCR) will need to be submitted.

The screenshot displays the 'SMO Details' page for '835Q3-PerSecPros Client Support-1 (Active)'. The 'SMO Actions' dropdown menu is open, showing the following options: 'Create Child SMO', 'Deactivate SMO', 'Make Current SMO', and 'Move SMO'. The 'Move SMO' option is circled in yellow. A yellow starburst with the number '3' is positioned above the dropdown menu.

Address	City	State	Zip+Ext.	Country





# Step 4-5: Search for New Parent

- 4. Type the 5-digit CAGE Code or SMO Name for the desired Parent. Select **Search**.

The SMO Name appears below.

- 5. Select the desired Parent.

SMO Name	Status	Organization	Organization Type	SMO Parent
835Q3-PerSecPros Client Support-2	Active	PERSONNEL SECURITY PROFESSIONA	Contracting Organization or Vendor	835Q35 - PERSONNEL SECURITY PROFESSIONALS LLC





# Slide 5a-b: Move SMO Confirmation and Create CSR

5a. If the SMO is already in your Hierarchy, a pop-up will confirm the movement with the chosen parent. Selecting **Move SMO** will finalize the process.


**Move SMO Confirmation**

⚠ Are you sure you want to move this SMO?

Move SMO: 835Q3-PerSecPros Client Support-1

From Parent SMO: 835Q35 - PERSONNEL SECURITY PROFESSIONALS LLC

To Parent SMO: 835Q3-PerSecPros Client Support-2

 **Move SMO** **Cancel**

5b. If the SMO is currently outside of the chosen Hierarchy, a Customer Service Request (CSR) will be created and sent to the new Parent SMO. This may also occur if the SMO is in a Transient status.

**About JVS** **SMO Tree** **Create CSR**

**Task Details**

Request Type: Move SMO Request  
Description: Create Move SMO Request


**Request Details**

Move SMO: 835Q3-PerSecPros Client Support-1

From Parent SMO: 835Q35 - PERSONNEL SECURITY PROFESSIONALS LLC

To Parent SMO: 835Q3-PerSecPros Client Support-2

Comments:   
2000 characters remaining

**Create** 





# Step 6: Finding Move SMO CSR (Unassigned Tasks)

6. If a CSR was created, the Hierarchy Manager of the new Parent can view the CSR under the **Task Inbox** by searching for the CSR. Ensure that the timeframe is accurate or disabled. The task will be for **Hierarchy Manager**, select the checkbox for **CSR** and select *Move SMO Request* under the **CSR Task Names**, select search.

The screenshot shows the 'Task Inbox' interface with the 'Unassigned Tasks' tab selected. The search criteria section includes:

- \*Period: Last Day
- \*From Date: 2020/05/25
- \*To Date: 2020/05/26
- Enable Date Range Filter: Yes (selected), No
- \*Task For: Hierarchy Manager
- \*Available Tasks:  CSR (circled in yellow)
- \*CSR Task Names: Select Tasks

A yellow bracket on the right side of the search criteria section is labeled 'Search timeframe'. A yellow arrow points to the 'Search' button. Below the search criteria, a table titled 'Active Tasks Unassigned (1)' displays the following task:

Task Name	Description	Task Owner	Task For	Due Date
Move SMO Request - Review Move SMO Request	Review Move SMO Request regarding 835Q3-PerSecPros Client Support-1	Hierarchy Manager	Hierarchy Manager	2020/05/29



# Step 7-8: Claim and Approve/Reject SMO Move



7. After selecting the appropriate CSR, select **Claim** to process CSR.
8. Once claimed, the Hierarchy Manager will have the ability to **Approve** the request which will finalize the move. Rejecting the request will close out the CSR and the move will be terminated.

The screenshot displays the 'Move SMO Request' task details page. The page is divided into two main sections: 'Task Details' and 'Request Details'. The 'Task Details' section includes fields for Request Type (Move SMO Request), Description (Review Move SMO Request regarding 835Q3-PerSecPros Client Support-1), Assignee, and Due Date (2020-05-29 18:35:22). The 'Request Details' section includes fields for Move SMO (835Q3-PerSecPros Client Support-1), From Parent SMO (835Q35 - PERSONNEL SECURITY PROFESSIONALS LLC), and To Parent SMO (835Q3-PerSecPros Client Support-2). There are also text areas for Request Comments and Comments (with a 2000 character limit). At the bottom of the page, there are four buttons: 'Approve', 'Reject', 'Claim', and 'Unclaim'. The 'Claim' button is circled in orange, and an orange arrow points to the 'Approve' button.





# Updated SMO Tree



When the SMO Move has been completed, your SMO Tree will reflect the change upon next login.



# Hierarchy Change Request



- If there are SMOs not within your hierarchy and you are not provisioned for the SMO, you will need to submit a [Hierarchy Change Request \(HCR\)](#).
  - The HCR must contain ALL SMOs related to your CAGE Code.
  - The HCR must show ONE parent that the Hierarchy Manager is provisioned under.

HIERARCHY CHANGE (Parent-Child)	
SMO CHILD TO BE MOVED	NEW PARENT SMO
** 835Q3-PerSecPros Client Support 1	835Q3 - PerSecPros Client Support-2

- Send the HCR to [dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil](mailto:dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil).
  - All identified SMOs will be moved to the ONE Parent.
  - The Hierarchy Manager will be able to configure their Hierarchy under the identified Parent SMO.



# RELATIONSHIPS

**DEFENSE  
COUNTERINTELLIGENCE  
AND SECURITY AGENCY**



Jan. 2021

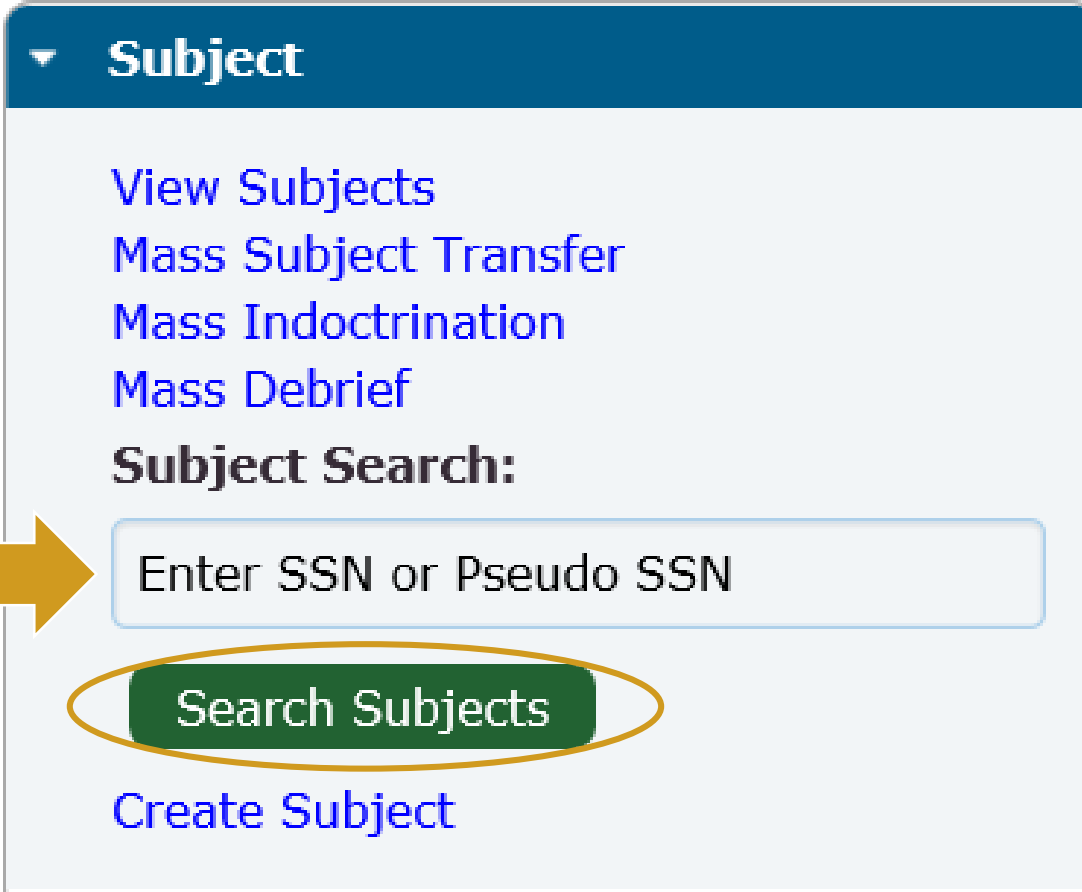


# Search Subject



To find a Subject in the **Subject Management** control panel, search for a subject by entering their nine-digit SSN or PSSN in the **Subject Search** field and clicking on *Search Subjects*.

If the Subject is not in DISS or you typed in the wrong SSN you will get a **No Subject Found for SSN/PSSN**.



The screenshot shows a web interface for searching subjects. At the top is a dark blue header with a white downward-pointing triangle and the word "Subject". Below the header are several blue links: "View Subjects", "Mass Subject Transfer", "Mass Indoctrination", and "Mass Debrief". Underneath these links is the text "Subject Search:" followed by a light blue rounded rectangular input field containing the placeholder text "Enter SSN or Pseudo SSN". A yellow arrow points from the left towards this input field. Below the input field is a green button with white text that says "Search Subjects", which is circled in yellow. At the bottom of the search area is another blue link that says "Create Subject".

Note: You can not view your own record. You will get an error message.



# Create Subject: Required Information



**Subject**

- [View Subjects](#)
- [Mass Subject Transfer](#)
- [Mass Indoctrination](#)
- [Mass Debrief](#)

**Subject Search:**

Enter SSN or Pseudo SSN

[Search Subjects](#)

[Create Subject](#)



### Subject Information

\*SSN:   PSSN \*Date of Birth:

\*First Name:  \*Last Name:

\*Birth Country:  Suffix:

\*Birth State:  \*Gender:

\*Birth City:  \*Marital Status:

### \*Citizenship Information (0)

Country	Citizenship Date	Citizenship Type	Renunciation Date	Options
No records found.				

[Add Citizenship](#)



# Subject Details



If you typed in the SSN correctly, the Subject Summary will show.

If the *Subject Details* hyper link is missing next to the subject name. There could be 3 possible reasons:

- Missing Relationship
- Missing Organization
- Missing Both

The screenshot shows a web interface with three tabs: 'About JVS', 'Subjects', and 'Subject Summary'. The 'Subject Summary' tab is active. Below the tabs, the name 'Guy Nice' is displayed with a blue link 'Subject Details' circled in yellow. Below the name, there is a table of subject information:

SSN:	444-99-1111	DoD EDI PN:	
DOB:	1980/01/01	Eligibility Level:	None
Place Of Birth:	Nome, United States	Eligibility Determination:	None
Exception Code:	None	Open Investigation:	No
Supporting Investigation:	None	NDA Signed Date:	
Incident Report:		NDS Signed Date:	



# Subject Details



If the SMO details link is not showing in a subject record - you will need to establish a category and relationship by clicking the **Add Category** radio button and **Add Relationship**.

▼ SMO Relationships

▼ Categories (2)

Category	Effective Date	Separation Date	Expand
Industry	2020/09/09		▶
Industry	2020/09/09		▶

[Add Category](#)

▼ Relationships (1)

Category	Relationship	SMO	Begin Date	End Date	Options	Expand
Select	Select					
Industry	Owning	DISS-DISS-12	2017/03/28		🗑️	▶

[Add Relationship](#)

Once the category and relationship is established the Subject Details link will appear. Subject Details will expand the record with other tabs relating to the subject.



# Category Type and Relationship



If the **Category Type** is **Industry**, use the drop-down menu to select an **Industry Classification Code**. Use the search field to find a specific **Industry Classification Code**.


**\*Citizenship Information (0)**

Country	Citizenship Date	Citizenship Type	Renunciation Date	Options
No records found.				

[Add Citizenship](#)

**Category and Relationship**

\*Category Type:

Industry Classification Code:  

Projected Separation Date:

Comments:

75 characters remaining.

[Create Subject](#)





# Subject Details



Under the **Subject Details** tab, the header displays the subject's name, SSN, DOB, and current Eligibility Level, and Eligibility Determination.

The Basic Info. sub-tab includes Citizenship Information, Investigations, Subject's Case History, Continuous Evaluation, HSPD-12 and Suitability Determinations, and Subject Personal Information.



The screenshot shows a web interface for 'Subject Details'. At the top, there are tabs: 'About JVS', 'Subjects', 'Subject Details', and 'Subject Summary'. The 'Subject Details' tab is active. Below the tabs, the subject's name 'Guy Nice' is displayed. A table lists the following information:

SSN:	444-99-1111
DOB:	1980/01/01
Eligibility Level:	None
Eligibility Determination:	None
Supporting Investigation:	None

Below the table is a sub-tab navigation bar with the following options: 'Basic Info.', 'Contact Info.', 'Other Subject Details', 'SMO Relationships', 'Incidents', 'Accesses', 'CSRs/RFAs', and 'Foreign Travel'. The 'Basic Info.' sub-tab is selected. To the right of this bar is a 'Subject Actions' button. Below the sub-tab bar, there is a list of expandable sections:

- Citizenship (1)
- Investigation Requests (0)
- Adjudication History (0)
- Continuous Evaluation (0)
- Investigation History (0)
- HSPD-12 and Suitability Determinations (0)
- Subject Personal Information



# NDA SUBMISSION PROCESS

**DEFENSE  
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Jan. 2021



# 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.

The screenshot shows a web interface with three tabs: 'About JVS', 'Subjects', and 'Subject Summary'. The 'Subject Summary' tab is active, displaying details for a subject named 'Red Apple'. A yellow circle highlights the 'Subject Details' link in the header. Below the header, a table lists various attributes and their values:

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:	

At the bottom of the screenshot, the 'Subject Details' tab is highlighted with a yellow circle, indicating it is the selected view.

Subject Details tab appears.



# Subject Details: Accesses



About JVS × Subjects × Subject Details ×

Basic Info. Contact Info. Other Subject Details SMO Relationships Incidents **Accesses** CSRs/RFAs Foreign Travel

1. Under the Subject Details tabs - select **Accesses**.

Basic Info. Contact Info. Other Subject Details SMO Relationships Incidents **Accesses** CSRs/RFAs Foreign Travel

▼ NDA and NDS History (0)

NDA/NDS	Signed Date ▼	Effective Date ⇅	Show Document
No Prior NDA or NDS			

[Add NDA/NDS](#)

2. Select the green **Add NDA/NDS** link.



# Add NDA/NDS Upload Document



The NDA/NDS must be a PDF file. The following are mandatory fields that must be entered.

Steps:

- Enter the **Signed Date** of the NDA.
- Enter the **Document Name**.
- Select the **Document Type** - click the drop down arrow and select **NDA**.
- Select **Document** – Select PDF.

A screenshot of a web application window titled "Upload Document". The window contains a form with the following fields: "Signed Date:" (text input, circled in yellow), "Document Name:" (text input, circled in yellow), "Document Description:" (text area), "Document Type:" (dropdown menu, circled in yellow), and "Document:" (button with a plus sign and the text "Document", circled in yellow). Below the "Document Type" dropdown, there is a "250 characters remaining." indicator. At the bottom of the form, there are two buttons: "Add Document" (green) and "Cancel" (grey).

# Add Signed Date



To add the **Signed Date** click on the calendar icon in the pop up **Upload Document**.

Select the **Signed Date** of the NDA and select *Close*.

A screenshot of a web application interface titled "Upload Document". The form contains several fields: "\*Signed Date:" with a calendar icon, "\*Document Name:", "Document Description:", "\*Document Type:", and "\*Document:". A calendar pop-up is displayed over the form, showing the month of September 2020. The date 11 is highlighted in green. The "Close" button in the calendar pop-up is circled in orange. At the bottom of the form, there are "Add Document" and "Cancel" buttons.

**Upload Document** [X]

Select PDF document to upload and provide Signed Date

\*Signed Date: [Calendar Icon]

\*Document Name:

Document Description:

\*Document Type:

\*Document:

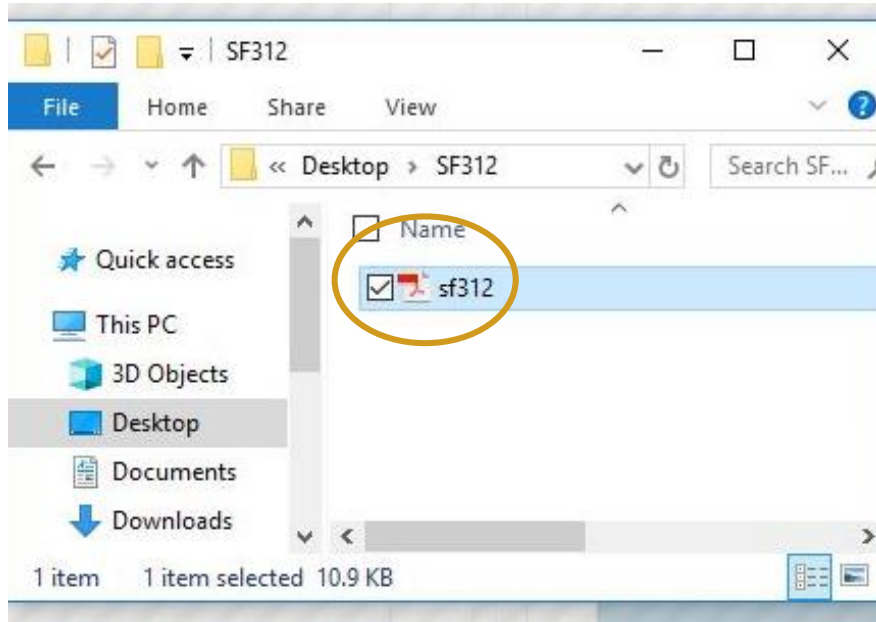
Calendar: Sep 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Buttons: Current Date, Close, Add Document, Cancel



# Upload Document



Click on **Document** and select the PDF to upload.

A screenshot of the "Upload Document" dialog box. The title bar says "Upload Document". The main text says "Select PDF document to upload and provide Signed Date". There are several fields: "\*Signed Date:" with a date picker set to "2020/09/10"; "\*Document Name:" with a text box containing "SF312"; "Document Description:" with a large empty text area and "250 characters remaining." below it; "\*Document Type:" with a dropdown menu set to "NDA"; and "\*Document:" with a button labeled "+ Document" circled in yellow. At the bottom right are "Add Document" and "Cancel" buttons.

# Add SF312



When the document is uploaded it will show in the box, then select *Add Document*.

A screenshot of a web application form titled "Upload Document". The form contains several fields: a date field for "Signed Date" with the value "2020/09/10", a text field for "Document Name" with the value "SF312", a text area for "Document Description" with a "250 characters remaining" indicator, a dropdown menu for "Document Type" set to "NDA", and a file upload area for "Document" showing a file named "sf312.pdf". At the bottom of the form, there are two buttons: "Add Document" (highlighted with a yellow circle) and "Cancel". A yellow arrow points from the text on the left to the "Add Document" button.



# Subject Basic Inform: NDA/NDS History



DOB: 1970/07/01  
Eligibility Level: None  
Eligibility Determination: None  
Supporting Investigation: None

**i** CSR NDA submitted for review.

**i** NDA Document Saved.

- Basic Info.
- Contact Info.
- Other Subject Details
- SMO Relationships
- Incidents
- Accesses
- CSRs/RFAs
- Foreign Travel

Subject Actions

## Citizenship (1)

Once completed, information will load as history under this section. Status message will appear under the NDA/NDS History section - *Pending Approval from CATS.*

## NDA and NDS History (1)

NDA/NDS	Signed Date	Effective Date	Show Document
NDA	2020/09/10	2020/09/11	Pending Approval from CATS

Add NDA/NDS



# Approved/Reject NDA



- When a Security Officer adds an NDA or NDS document while granting a new access, JVS automatically sends an NDA/NDS Review task to CATS.
- The VROC Industry Process Team reviews the NDA/NDS and either approves or rejects, and if the NDA/NDS task is rejected/revised, the Security Officer must revise the task before resubmitting. If rejected, a message in the **Task Inbox** will appear. **Task Inbox** link is in the **Communications** control panel.
- If the NDA/NDS task is approved, the task will close and JVS users will be able to view the NDA/NDS document on the Accesses sub-tab in JVS.



# ACCESS MANAGEMENT

DEFENSE  
COUNTERINTELLIGENCE  
AND SECURITY AGENCY



Jan. 2021



# 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.

The screenshot shows a web interface with three tabs: 'About JVS', 'Subjects', and 'Subject Summary'. The 'Subject Summary' tab is active, displaying the following information for 'Red Apple':

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:	

The 'Subject Details' link is highlighted in a yellow circle. Below the screenshot, the 'Subject Details' tab is also highlighted in a yellow circle.

*Subject Details* tab appears.



# Subject Details: Grant Accesses



About JVS × Subjects × Subject Details ×

Basic Info. Contact Info. Other Subject Details SMO Relationships Incidents **Accesses** CSRs/RFAs Foreign Travel

1. Under the **Subject Details** tabs - select **Accesses**.

Access (0)

Access Level	Status	Granted	Granted By	Expand
No records found.				

Grant Access

2. 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: Permissions must be set at Grant Non-SCI Access or Manage SCI Access. If users need View SCI Access make sure they have been authorized the Permission (front desk, security guards, Security Admin).*





# Access Information: Temporary/Industry Access

- 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.
- **Reminder:** Industry is not authorized NATO or other special access levels with an Interim Secret Eligibility determination.

Access Information

\*Owning Relationship: Industry

\*Access Level: Select One

\*Indoctrination Date: Select One

Attestation Document:

Attestation Date:

Temporary Confidential

Temporary Secret

Temporary Top Secret

Scroll down to find level

DoD EDI PN:

Eligibility Level: Secret

Eligibility Determination: Interim made on 2020-11-05 by DoD CAF

Open Investigation: No





# 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	



## Industry

Type	Status	Granted	Granted By	Subject Category	Expand
Secret	ACTIVE	2020/11/05	IWORKS-TEST-1	Industry	

To expand the Access box click on the blue arrow to see Associated Relationships

Industry Access will be established based on **Interim/Final Eligibility** at the Secret/Top Secret Level based on Reciprocity across the National Industrial Security Program (NISP).

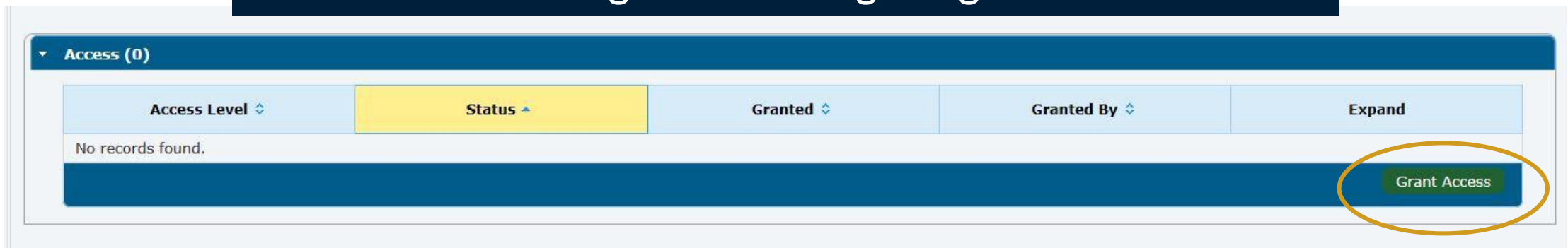


# Granting Access



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.**



**Industry: If Access was granted at the Secret level based on Interim Eligibility, no action required when Final Favorable Determination made by DoD CAF.**







# Access is Active and Associated Relationship

When the 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.

Access (1)

Access Level	Status	Granted	Granted By	Subject Category	Expand
Secret	ACTIVE	2019/08/05	561P94 - TEKSYNAP CORP	Industry	

**Access Information**

Indoctrination Date: 2019/08/05      Attestation Date:

Subject Category: Industry      Attestation Document:

**Debrief Information**

Debrief Date:      Debrief Type:

Access Removal Reason:      Access Removal Date:

Debriefing SMO:      Debrief Comments:

**Associated Relationships**

Type	SMO Name	Begin Date	ICC	End Date	Term. Reason
Owning	561P94 - TEKSYNAP CORP	2019/07/30			

Grant Access





# Access Information: Owing Relationship

- If the subject has only one owning relationship, the Owing Relationship field is disabled and automatically filled.
  - Otherwise, use the drop-down menu to select an Owing Relationship.
- In this case, **Industry** is automatically displayed.

The screenshot shows a 'Grant New Access' form with the following sections:

- One Time Access**: Last One-Time Access Date: (empty)
- Access Information**:
  - \*Owing Relationship: Industry (selected and circled in orange)
  - \*Access Level: Select One
  - \*Indoctrination Date: (empty)
  - Attestation Document: Add Document
  - Attestation Date: (empty)
- NDA and NDS**:
  - \*NDA Date: 2020/09/10    NDA Document: Signed NDA
  - NDS Date:                      NDS Document:

Buttons: Save, Cancel





# Access Information: Temporary (Interim) Access Level

Add the  
Indoctrination date  
using the calendar.  
NDA date will show  
under NDA/NDS  
Section.  
Select *Save*.

**Grant New Access**

**One Time Access**  
Last One-Time Access Date:

**Access Information**  
\*Owning Relationship: Secret  
\*Access Level: **Temporary Secret**  
\*Indoctrination Date: 2020/09/10  
Attestation Document: Add Document  
Attestation Date:

**NDA and NDS**  
\*NDA Date: 2020/09/10 NDA Document: Signed NDA  
NDS Date: NDS Document:

Save Cancel

Industry  
Select One  
Sep 2020  
S M T W T F S  
1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30  
Current Date Close



# 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).

Access (1)

Access Level	Status	Granted	Granted By	Subject Category	Expand
Secret	ACTIVE	2019/08/05	561P94 - TEKSYNAP CORP	Industry	

**Access Information**

Indoctrination Date: 2019/08/05      Attestation Date:

Subject Category: Industry      Attestation Document:

**Debrief Information**

Debrief Date:      Debrief Type:

Access Removal Reason:      Access Removal Date:

Debriefing SMO:      Debrief Comments:

**Associated Relationships**

Type	SMO Name	Begin Date	ICC	End Date	Term. Reason
Owning	561P94 - TEKSYNAP CORP	2019/07/30			

Grant Access

Click to expand



# 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**.

The screenshot shows the 'Grant New Access' form with the following sections and fields:

- One Time Access:** Last One-Time Access Date: (empty text box)
- Access Information:**
  - \*Owning Relationship: Industry (dropdown menu)
  - \*Access Level: Select One (dropdown menu)
  - \*Indoctrination Date: (calendar icon)
  - Attestation Document: Add Document (button)
  - Attestation Date: (calendar icon)
- NDA and NDS:**
  - \*NDA Date: 2020/09/10    NDA Document: Signed NDA (edit icon)
  - NDS Date:                      NDS Document: (edit icon)

Yellow arrows point to the 'Industry' dropdown, the 'Select One' dropdown, and the 'Save' button.

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.



# VISIT REQUESTS

**DEFENSE  
COUNTERINTELLIGENCE  
AND SECURITY AGENCY**



Jan. 2021



# 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.



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

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.



1

Click on *Create SMO Visits*.

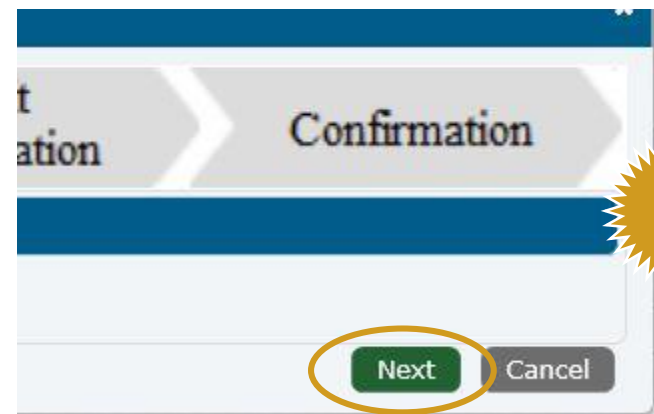
Note: If “Create SMO Visit” is not showing you may not have the correct Role to take this action. If you select Current SMO for the Hosting SMO, no additional fields display.

2



Select *Current SMO*.

3



Select *Next*.





# SMO Location



Select Existing SMO Location and Select *Next*.

**New Visit** [Close]

Select SMO → **SMO Location** → Visit Information → Confirmation

**Select Location**

Select a SMO (PSMO-I-1) Location to host the visit:

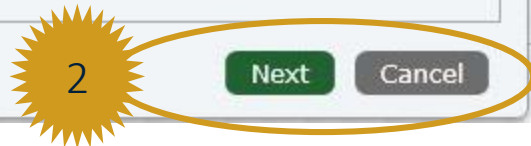
Existing SMO Location    Temporary Visit Location    No Location

▼ **Visit Location**

**Existing SMO Locations (2)**

Addr.	City	State	Zip+Ext.	Country
8401 Greensboro Drive Suite 220	McLean	VA	22102	USA
111 Glendole Lane	Chantilly	VA	22033	USA

Back   **Next**   Cancel



# Select SMO: Find Hosting SMO



New Visit

Select SMO SMO Location Visit Information Confirmation

Select a SMO

\*Select hosting SMO:  Current SMO  Find Hosting SMO

Find Hosting SMO

Find SMO

SMO Attributes

SMO Name:

Organization Attributes

CAGE Code:  Unit Identification Code:

U.S. Joint Organization:  U.S. Agency Code:

Service Organization Code:  Non U.S. Agency Code:

Select Joint Organization Code

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



Service Organization Code:  Non U.S. Agency Code:

Sub Agency Code:

**Location Attributes**

Address Line 1:  Address Line 2:

City:  State:

Zip Code:  Country:

**Search** **Reset**

**SMO Search Results**

SMO Name	Status	Organization	Organization Type	Facility Clearance
No records found.				

**Next** **Cancel**

Click on **Search** to generate any matching results.

The results display in the SMO Search Results table.

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.

**New Visit** [Close]

Select SMO → **SMO Location** → Visit Information → Confirmation

**Select Location**

Select a SMO (PSMO-I-1) Location to host the visit:

Existing SMO Location  **Temporary Visit Location**  No Location

**Visit Location**

\*Address 1:  Address 2:

\*City:  State: State/Territory [dropdown]

Zip Code:  \*Country: Country [dropdown]

Back Next Cancel



# SMO Location: Select Existing SMO locations



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

**New Visit**

Select SMO → **SMO Location** → Visit Information → Confirmation

**Select Location**

Select a SMO (PSMO-I-1) Location to host the visit:

Existing SMO Location    Temporary Visit Location    No Location

**Visit Location**

**Existing SMO Locations (2)**

Addr.	City	State	Zip+Ext.	Country
8401 Greensboro Drive Suite 220	McLean	VA	22102	USA
<b>111 Glendole Lane</b>	<b>Chantilly</b>	<b>VA</b>	<b>22033</b>	<b>USA</b>

Back   **Next**   Cancel



# Visit Information



**New Visit**

Select SMO   SMO Location   **Visit Information**   Confirmation

**Visit Details**

\*Visit Name:

\*Start Date:    \*End Date:

\*Access Level:    \*Reason:

Visit Notes:  
  
2000 characters remaining

**Point of Contact Information**

\*First Name:    \*Last Name:

\*Phone Number:

Back   Next   Cancel

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



**New Visit**

Select SMO → SMO Location → **Visit Information** → Confirmation

**Visit Details**

1 \*Visit Name:

\*Start Date: yyyy/mm/dd 2 \*End Date: yyyy/mm/dd

3 Access Level: Select Visit Access \*Reason: Select Visit Reason 4

Visit Notes:  
  
2000 characters remaining

**Point of Contact Information**

\*First Name:  \*Last Name:

\*Phone Number:

Back Next Cancel

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.



# Visit Information Example (continued)



**New Visit**

Select SMO → SMO Location → **Visit Information** → Confirmation

**Visit Details**

\*Visit Name:

\*Start Date:  \*End Date:

\*Access Level:  \*Reason:

Visit Notes:  
  
2000 characters remaining

**Point of Contact Information**

\*First Name:  \*Last Name:

\*Phone Number:

Back **Next** Cancel

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.





# Visit Confirmation



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

Review the **Visit Details** to confirm they are correct.

**New Visit**

Select SMO > SMO Location > Visit Information > **Confirmation**

**SMO Organization Details**

SMO Name:	PSMO-I-1	Parent SMO:	DISS-DISS-12
Organization:	UNKNOWN	Organization Type:	Unknown
U.S. Agency Code:		Sub Agency Code:	

**SMO 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

**Visit Details**

Visit Name:	James Outlet		
Visit Start Date:	2020/09/30	Visit End Date:	2020/12/18
Visit Access Level:	Secret	Visit Reason:	Inspection
Visit Notes:	Testing		



# Visit Confirmation (continued)



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

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

SMO 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

Visit Details			
Visit Name:	James Outlet		
Visit Start Date:	2020/09/30	Visit End Date:	2020/12/18
Visit Access Level:	Secret	Visit Reason:	Inspection
Visit Notes: Testing			

Point of Contact Information			
First Name:	Mike	Last Name:	Growler
Phone Number:	444-555-6969		



# Visit Details



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

About JVS x Visit Details x

Visit Name: James Outlet      Visit Status: Created  
Access Level: Secret      Hosting SMO: PSMO-I-1  
Creating SMO: PSMO-I-1      Reason: Inspection  
Start Date: 2020/09/30      End Date: 2020/12/18  
POC Name: Growler, Mike      POC Number: 444-555-6969  
Visit Notes: Testing

**Visit Actions**

**Visit Location**

Address	City	State	Zip+Ext.	Country
111 Glendole Lane	Chantilly	Virginia	22033	United States

**Change Location**

**Visit Subjects (0)**

Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status
No records found.							

**Add Subject**



# Visit Actions



- 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**.

The screenshot displays the 'Visit Details' page for a visit named 'James Outlet'. The page is divided into several sections:

- Visit Information:** Visit Name: James Outlet, Access Level: Secret, Creating SMO: PSMO-I-1, Start Date: 2020/09/30, POC Name: Growler, Mike, Visit Notes: Testing.
- Visit Status:** Visit Status: Created, Hosting SMO: PSMO-I-1, Reason: Inspection, End Date: 2020/12/18, POC Number: 444-555-6969.
- Visit Location:** A table with columns: Address, City, State, Zip+Ext., Country. Row 1: 111 Glendole Lane, Chantilly, Virginia, 22033, United States.
- Visit Subjects (0):** A table with columns: Expand, Subject Name, Eligibility, Start Date, End Date, Access Status, Access Level, Visit Status. Below the table, it says 'No records found.' and there is an 'Add Subject' button.

A 'Visit Actions' dropdown menu is open on the right side, showing options: Visit Information, Edit Visit Information, Visit Status, Cancel Visit, Activate Visit, and Archive Visit. The 'Activate Visit' option is highlighted.



# Visit Actions (continued)



A pop-up window called **Activate Visit** opens.

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



# Visit Actions (continued)



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

A screenshot of a web application interface. At the top, there is a navigation bar with four tabs: "About JVS", "Subject Details", "SMO Visits", and "Visit Details". A yellow notification box in the top right corner contains an information icon and the text "Visit Activated.". Below the navigation bar, the "Visit Details" page is displayed. It shows the following information:

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.		

A green button labeled "Visit Actions" is located at the bottom right of the page. The word "Active" in the "Visit Status" field is circled in red.

# Change Visit Location



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

About JVS x Visit Details x

Visit Name: James Outlet  
Access Level: Secret  
Creating SMO: PSMO-I-1  
Start Date: 2020/09/30  
POC Name: Growler, Mike  
Visit Notes: Testing

Visit Status: Created  
Hosting SMO: PSMO-I-1  
Reason: Inspection  
End Date: 2020/12/18  
POC Number: 444-555-6969

Visit Actions

Visit Location

Address	City	State	Zip+Ext.	Country
111 Glendole Lane	Chantilly	Virginia	22033	United States

Change Location

Visit Subjects (0)

Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status
No records found.							

Add Subject



# Edit Visit Location



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**.

Select a SMO Location to host the visit:

Existing SMO Location    Temporary Visit Location    No Location

Addr.	City	State	Zip+Ext.	Country
8401 Greensboro Drive Suite 220	McLean	VA	22102	USA
111 Glendole Lane	Chantilly	VA	22033	USA

Save Cancel





# Visit Location Changed



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

About JVS x Visit Details x

**Visit Location saved.**

Visit Name: James Outlet  
Access Level: Secret  
Creating SMO: PSMO-I-1  
Start Date: 2020/09/30  
POC Name: Growler, Mike  
Visit Notes: Testing

Visit Status: Created  
Hosting SMO: PSMO-I-1  
Reason: Inspection  
End Date: 2020/12/18  
POC Number: 444-555-6969

Visit Actions

Visit Location

Address	City	State	Zip+Ext.	Country
8401 Greensboro Drive Suite 220	McLean	Virginia	22102	United States

Change Location

Visit Subjects (0)

Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status
No records found.							

Add Subject



# Visit Details



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

About JVS x Visit Details x

Visit Name: James Outlet  
Access Level: Secret  
Creating SMO: PSMO-I-1  
Start Date: 2020/09/30  
POC Name: Growler, Mike  
Visit Notes: Testing

Visit Status: Created  
Hosting SMO: PSMO-I-1  
Reason: Inspection  
End Date: 2020/12/18  
POC Number: 444-555-6969

Visit Actions

Visit Location

Address	City	State	Zip+Ext.	Country
111 Glendole Lane	Chantilly	Virginia	22033	United States

Change Location

Visit Subjects (0)

Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status
No records found.							

Add Subject



# Add Subject to Visit

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.

The screenshot shows the 'Add Subject Visit' interface. At the top, there is a search bar labeled 'Add Subject by SSN/PSSN:' with an 'Add Subject' button. Below this is a table with columns: Last Name, First Name, SSN/PSSN, Birth Date, Eligibility, Inv Type, and Inv Close Date. A blue box with the text 'FAKE PII Used in Test System' is overlaid on the table, specifically covering the SSN/PSSN column for several rows. A yellow arrow points from the 'Add Subject' button to the search bar. A yellow bracket highlights the table area.

Last Name	First Name	SSN/PSSN	Birth Date	Eligibility	Inv Type	Inv Close Date
Martinez	Yvette			None		
Larkin	Tracy			None		
Costello	Ingrid			None		
McNash	Aria			None	Tier 5	2020-03-17
CSRUpgradedElg-1562	CSRUpgradedElg-1562			Top Secret	Tier 5	2018-09-18
Test	Jack1			None		
SCI1	SCI1			Top Secret	Tier 5	2019-07-11
Rose	Sammy			None		
Ros1	Sammy			None		
H15	H15			Top Secret	Tier 5	2019-05-15
S1	S1			None		
Miller	Mary			None		
GATV222	GATV222			Top Secret	Tier 5	2018-09-06
Apple	Red			None		
Four	Test			None		

# Select Subject to Visit



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



S1	S1	None
Miller	Mary	one
GATV232	GATV232	op Secret Tier 5 2018-09-06
Apple	Red	None
Four	Test	None

**Subject Information**

Subject Name: Test Four      DOB: 1987/07/01

Eligibility: None

\*Start Date: 2020/09/30      \*End Date: 2020/12/18

**Select Owning/Servicing SMO**

Category	Relationship	SMO	Begin Date	BCC
Industry	Owning	PSMO-I-1	2020/07/30	Contractor

Subject Visit Access:  Existing Access     Defer to Hosting SMO

**Select Subject Access for Visit**

Type	Status	Granted	Granted By
No records found.			

Exception Reason:

50 characters remaining.







# 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.

Eligibility: None

\*Start Date:  

\*End Date:  

▼ Select Owning/Serviceing SMO

Category ^	Relationship ^	SMO ^	Begin Date ^	ICC ^
Industry	Owning	PSMO-I-1	2020/07/30	Contractor

Subject Visit Access:  Existing Access  Defer to Hosting SMO

▼ Select Subject Access for Visit

Click on a row to select an **Owning/Serviceing 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.**



# Select Subject Access for Visit



If you select **Existing Access**, click on a row to select an existing access.

Subject Visit Access:  Existing Access  Defer to Hosting SMO

**Select Subject Access for Visit**

Type	Status	Granted	Granted By
Top Secret	ACTIVE	2020/05/13	Army

Exception Reason:

50 characters remaining.

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



Visit Location

Address	City	State	Zip+Ext.	Country
8401 Greensboro Drive Suite 220	McLean	Virginia	22102	United States

Change Location

Visit Subjects (1)

Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status	
	GATVZ22 GATVZ22	Top Secret	2020/09/30	2020/12/18			Approved	

Add Subject

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.



# Search SMO Visits



SMO Visits tab shows all the visits. You can filter visits by checking the boxes in **Visitor Status: Created, Active, Cancelled and Archived/Completed.**

Select *Find Visit* to show only the visit status you want to see.

The screenshot shows the 'SMO Visits' search interface. At the top, there are tabs for 'About JVS' and 'SMO Visits'. Below this is the 'SMO Visit Search Criteria' section, which includes date filters for 'Start Date After' (2019/09/02) and 'End Date Before' (2021/09/02). There are also radio buttons for 'SMO Type' (Hosting SMO and Creating SMO) and checkboxes for 'Visitor Status' (Created, Active, Cancelled, Archived/Completed). A green 'Find Visits' button is circled in orange. Below the search criteria is a table titled 'SMO Visits (7)' with columns for Visit Name, Visit Reason, Creating SMO, Hosting SMO, Access Level, Start Date, End Date, Visit Status, and Expand. The table contains seven rows of visit data. At the bottom right of the table area is a 'Create New Visit' button.

Visit Name	Visit Reason	Creating SMO	Hosting SMO	Access Level	Start Date	End Date	Visit Status	Expand
13.0_Visit	Meeting	PSMO-I-1	PSMO-I-1	Top Secret	2020/08/31	2021/08/17	Active	
13_GATVisit1	Meeting	PSMO-I-1	PSMO-I-1	Secret	2020/08/31	2020/09/28	Active	
RV Trip	Other	PSMO-I-1	PSMO-I-1	Top Secret	2020/08/20	2020/08/31	Created	
hippie chicks	Meeting	PSMO-I-1	PSMO-I-1	Confidential	2020/08/05	2020/08/31	Created	
coy fish	Meeting	PSMO-I-1	PSMO-I-1	Top Secret	2020/08/01	2021/01/07	Created	
Visit 1	Meeting	PSMO-I-1	PSMO-I-1	Secret	2020/08/27	2020/10/07	Created	
James Outlet	Inspection	PSMO-I-1	PSMO-I-1	Secret	2020/09/30	2020/12/18	Active	





# Cancel Visit For Subject



Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status	
	Security Officer1	Secret	2020/07/24	2020/08/31			Approved	

[Add Subject](#)

To cancel a visit for a subject, click on the *Delete icon* for that subject in the **Visit Subjects table**.

A pop-up window called **Cancel Subject Visit** opens.

Type a **Cancellation Reason** into the text box.

Select **Yes** to cancel the visit for the subject. Or, select **No** to keep the subject on the visit.

### Cancel Subject Visit

Are you sure you want to cancel visit for: Officer1, Security

\*Cancellation Reason:

300 characters remaining.



# Visit for Subject Cancelled



Expand	Subject Name	Eligibility	Start Date	End Date	Access Status	Access Level	Visit Status
	GATVZ22 GATVZ22	Top Secret	2020/09/30	2020/12/18			Cancelled

The subject remains in the **Visit Subjects** table, but their **Visit Status** changes to **Cancelled**.



# Changing Visit Status



To change the Visit Status to **Cancelled** or **Archived/Completed** select the visit you wish to change.



Navigation: About JVS | SMO Visits | Visit Details

### SMO Visit Search Criteria

Start Date After: 2019/09/08 | End Date Before: 2021/09/08

SMO Type:  Hosting SMO  Creating SMO

Visit Status:  Created  Active  Cancelled  Archived/Completed

[Find Visits](#)

### SMO Visits (2)

Visit Name	Visit Reason	Creating SMO	Hosting SMO	Access Level	Start Date	End Date	Visit Status	Expand
Visitation	Planning Conference	DISS-DISS-12	DISS-DISS-12	None	2020/06/15	2020/06/16	Active	<a href="#">+</a>
<b>UAT conference</b>	<b>Planning Conference</b>	<b>DISS-DISS-12</b>	<b>DISS-DISS-12</b>	<b>Top Secret</b>	<b>2020/07/24</b>	<b>2020/08/31</b>	<b>Active</b>	<a href="#">+</a>

[Create New Visit](#)



# Visit Actions



Navigation tabs: About JVS ×, SMO Visits ×, **Visit Details ×**

Visit Name:	UAT conference	Visit Status:	Active
Access Level:	Top Secret	Hosting SMO:	DISS-DISS-12
Creating SMO:	DISS-DISS-12	Reason:	Planning Conference
Start Date:	2020/07/24	End Date:	2020/08/31
POC Name:	Edwards, Scotty	POC Number:	7779311
Visit Notes:	needed to check		

**Visit Actions**

Visit Location

The **Visit Details** tab will open. To change Visit Status select **Visit Actions**.



# Change Visit Status



Under the Visit Actions menu you can *Cancel Visit* or *Archive Visit*.

Select *Cancel Visit*.

Navigation: About JVS | SMO Visits | Visit Details

Visit Name: UAT conference  
Access Level: Top Secret  
Creating SMO: DISS-DISS-12  
Start Date: 2020/07/24  
POC Name: Edwards, Scotty  
Visit Notes: needed to check

Visit Status: Active  
Hosting SMO: DISS-DISS-12  
Reason: Planning Conference  
End Date: 2020/08/31  
POC Number: 7779311

Visit Location

Address	City	State	Zip + Ext.	Unit
180 Grove Street	San Adreas	California	22664	

Visit Subjects (1)

Visit Actions

- Visit Information
- Edit Visit Information
- Visit Status
  - Cancel Visit
  - Activate Visit
  - Archive Visit



# Cancel Visit

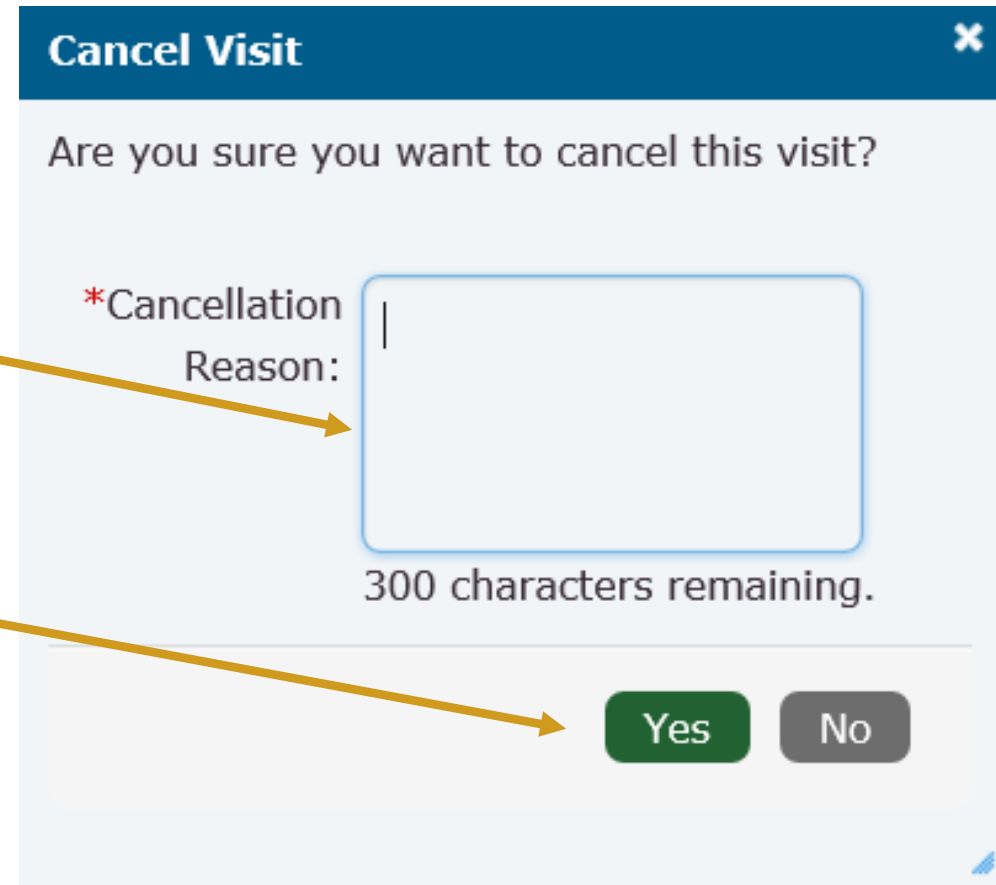


A **Cancel Visit** box will pop up asking you to confirm you wish to cancel the meeting.

Type a **Cancellation Reason** into the text box.

Select **Yes** to cancel the visit, or select **No**, which will not cancel the visit.

The status of the visit changes to Canceled and you receive a confirmation message in the upper right corner.

A screenshot of a "Cancel Visit" dialog box. The title bar is dark blue with the text "Cancel Visit" and a close button (X). The main content area is light gray and contains the question "Are you sure you want to cancel this visit?". Below the question is a text input field with a blue border and a vertical cursor. To the left of the input field is the label "\*Cancellation Reason:". Below the input field, the text "300 characters remaining." is displayed. At the bottom of the dialog box, there are two buttons: a green "Yes" button and a gray "No" button. Two yellow arrows point from the text in the left column to the input field and the "Yes" button.

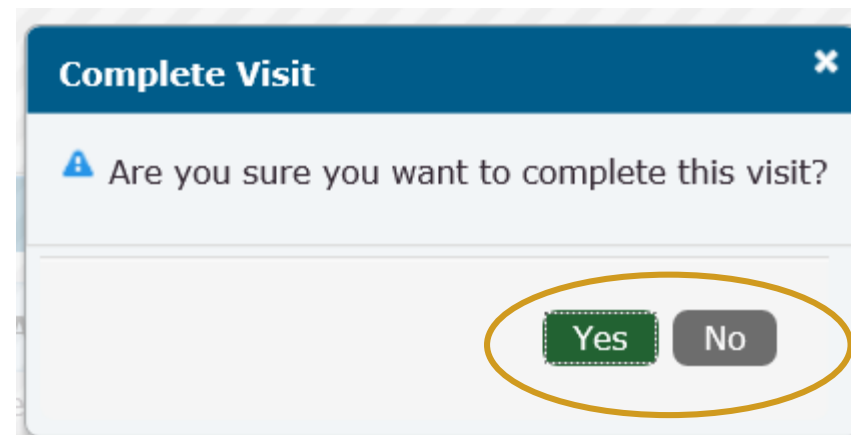
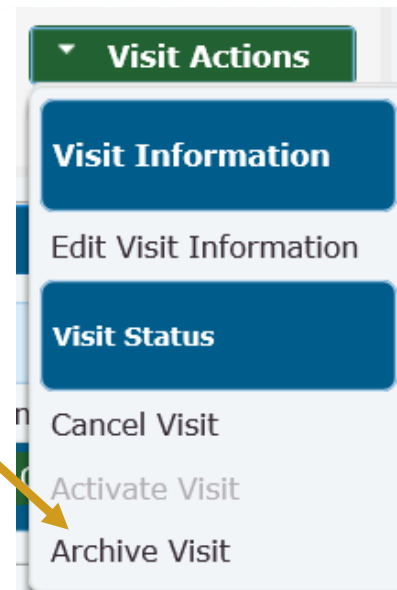
# Archive Visit

If you wish to archive the visit, select **Archive Visit** under the **Visit Actions** drop down menu.

A **Complete Visit** box will pop up.

Select **Yes** to complete the visit, or select **No**, which will not archive the visit.

The status of the visit changes to **Archived/Completed** and you receive a confirmation message in the upper right corner.



# FAQs – Visit Requests 1



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.

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.





# FAQs – Visit Requests 2



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.

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.



# INVESTIGATION REQUESTS

**DEFENSE  
COUNTERINTELLIGENCE  
AND SECURITY AGENCY**



Jan. 2021



# Subject Details and Subject Actions

Within the **Subject Details** page, select the **Subject Actions** drop-down menu and select **Initiate Investigation Request**. See next slide for closer view.

**James Howler**  
 SSN: 001-01-0001  
 DOB: 1990/08/08  
 Eligibility Level: None  
 Eligibility Determination: None  
 Supporting Investigation: None

Basic Info. Contact Info. Other Subject Details SMO Relationships Incidents Accesses CSRs/RFAs Foreign Travel

Subject Actions

Country	Citizenship Date	Citizenship Type	Renunciation Date	Options
United States	1990/08/08	Born in the U.S. or U.S. territory / commonwealth		



1. Select Subject Actions.

2. Select Initiate Investigation Request.

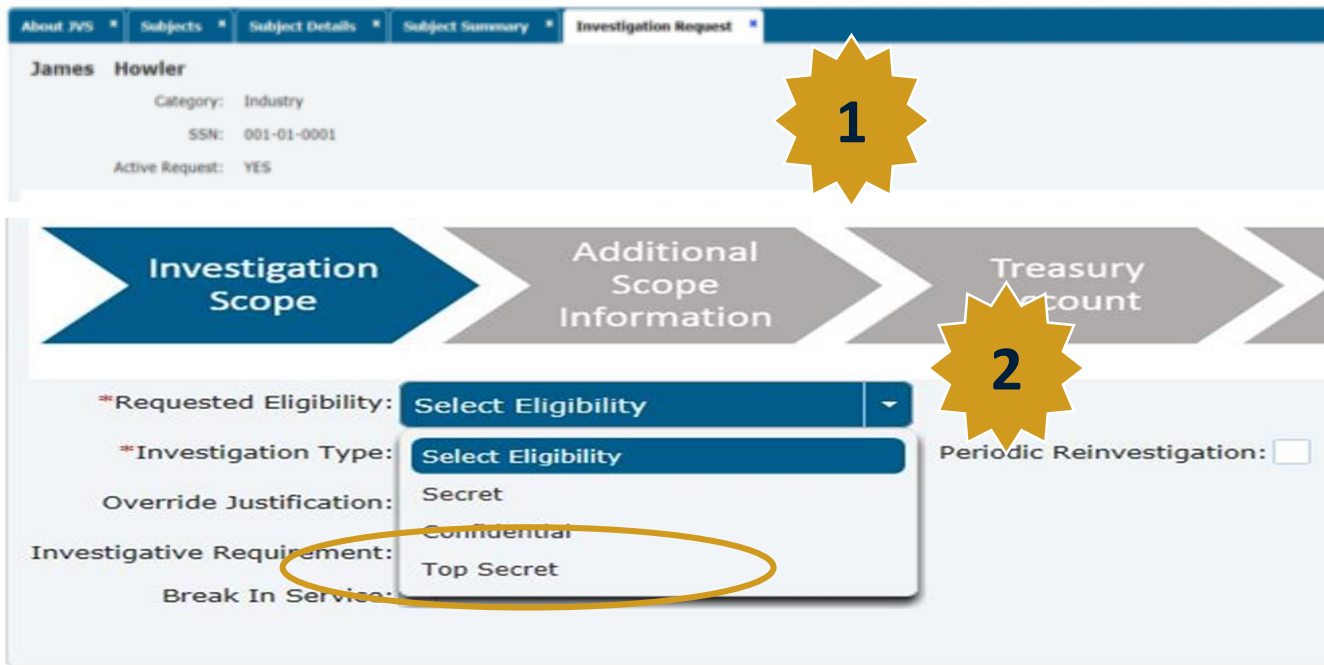
Owning relationship required and one of the following Industry roles:

- Security Officer
- Security Manager

# Investigation Scope



1. A new tab called **Investigation Request** opens. The first step in the wizard is **Investigation Scope**.



When you select **Requested Eligibility**, the **Select Eligibility** drop down menu will give you three options: **Secret**, **Confidential**, and **Top Secret**. In this example we will select **Top Secret**.

2. Use the drop-down menu to select a **Requested Eligibility**. This functionality applies only to security cases.





# Tier 5 Initial Investigation Example

1. On the drop-down menu to select an Investigation Type. As the Requested Eligibility is Top Secret, it will default to a Tier 5 Investigation.

\*Requested Eligibility: Top Secret

\*Investigation Type: Tier 5

Override Justification: Select Justification

Investigative Requirement: Initial

Break In Service: Initial

Periodic Reinvestigation:

2. Investigative Requirement field will auto fill Initial or Reinvestigation. For this example, this is an Initial investigation.





# Tier 5R Reinvestigation Example

1. Select **Top Secret**.
2. Tier 5R will auto populate if there is a check in the **Periodic Reinvestigation** box and **Reinvestigation** will show in the **Investigative Requirement** field.

\*Requested Eligibility: **Top Secret**

\*Investigation Type: **Tier 5R**      Periodic Reinvestigation:

Override Justification: **Select Justification**

Investigative Requirement: **Reinvestigation**

Break In Service:  ← The Break in Service check box will be checked automatically if applicable.

3. Select **Save** to save your entries on each step. Select **Next** to continue to the next step: **Additional Scope Investigation**.

**Save**   **Next**





# Tier 3 Initial Investigation Example

1. Select **Secret**.
2. **Tier 3** will automatically populate.
3. **Investigation Requirements** will automatically show **Initial** if there is no previous investigation.

\*Requested Eligibility: **Secret** ▼

\*Investigation Type: **Tier 3** ▼ Periodic Reinvestigation:

Override Justification: **Select Justification** ▼

Investigative Requirement: **Initial** ▼

Break In Service:





# Tier 3R Reinvestigation Example

1. Select **Secret**.
2. **Tier 3R** will automatically populate if there is a check in the **Periodic Reinvestigation** box.
3. **Investigation Requirements** will automatically show **Reinvestigation** when **Tier 3R** is selected.

The screenshot shows a form with the following fields and values:

- \*Requested Eligibility:** Secret (Callout 1)
- \*Investigation Type:** Tier 3R (Callout 2)
- Periodic Reinvestigation:**  (Callout 2)
- Override Justification:** Select Justification
- Investigative Requirement:** Reinvestigation (Callout 3)
- Break In Service:**







# Save and Next Button

1. After you have completed the **Investigation Scope** section make sure you select **Save** before selecting **Next**.

**James Howler**  
Category: Industry  
SSN: 001-01-0001  
Active Request: YES

Investigation Scope → Additional Scope Information → Treasury Account → Coverages and FIPC → Additional Request Information → Deployment → Summary

\*Requested Eligibility: Secret  
\*Investigation Type: Tier 3    Periodic Reinvestigation:   
Override Justification: Select Justification  
Investigative Requirement: Initial  
Break In Service:

Save    Next

2. Select **Next** to move to the section **Additional Scope Information**.



# Scope Information



1. Use the drop-down menu to select a **Nature of Action Code**. Select from the drop-down menu **Contractor**.

The screenshot shows the 'Additional Scope' form with the following fields and values:

- Form Type: SF-86
- \*Access Eligibility: Secret
- \*Sensitivity/ADP: Select Sensitivity
- Geographic Location: (empty)
- \*Applicant Affiliation: Industry
- Obligating Document Number: (empty)
- \*Contract Number: A12345
- \*Local Agency Check: 2020/08/03
- Nature Of Action Code: Contractor
- Nature of Action Date: yyyy/mm/dd
- Business Event Type: (empty)
- Account Data/Agency Case Number: (empty)
- Submitting Office Number: 346W
- Security Office Identifier: DD03

Numbered callouts point to the following fields:

- 1: Nature Of Action Code (Contractor)
- 2: Applicant Affiliation (Industry)
- 3: Security Office Identifier (DD03)
- 4: Contract Number (A12345)

2. From the drop-down menu select an **Applicant Affiliation**. Select **Industry**.
3. From the drop-down menu select the **Security Office Identifier** (Select **other Adjudication Offices**).
4. Include **Contract Number**.



# Local Agency Check



Select the Calendar icon to select a date for the Local Agency Check and the Nature of Action Date.

Investigation Scope → **Additional Scope Information** → Treasury Account → Coverages and FIPC → Additional Request Information → Deployment → Summary

**Additional Scope**

Form Type: SF-86

\*Access Eligibility: **Not Required**


\*Sensitivity/ADP: **Select Sensitivity**

Geographic Location:


\*Applicant Affiliation: **Industry**

Obligating Document Number:

\*Contract Number:

\*Local Agency Check:  

Nature Of Action Code:

Nature of Action Date:  

Business Event Type:

Account Data/Agency Case Number:

Submitting Office Number:

Security Office Identifier:





# Additional Scope Information

1. Type information into the remaining fields to complete the second step.
2. Only **Contract Number** is required.

The screenshot shows a progress bar at the top with seven steps: Investigation Scope, Additional Scope Information (highlighted in blue), Treasury Account, Coverages and FIPC, Additional Request Information, Deployment, and Summary. Below the progress bar is the 'Additional Scope' form. The form includes the following fields and values:

- Form Type: SF-86
- \*Access Eligibility: Not Required
- \*Sensitivity/ADP: Select Sensitivity
- Geographic Location: (empty)
- \*Applicant Affiliation: Industry
- Obligating Document Number: (empty)
- \*Contract Number: (empty)
- \*Local Agency Check: yyyy/mm/dd
- Nature Of Action Code: Contractor
- Nature of Action Date: yyyy/mm/dd
- Business Event Type: (empty)
- Account Data/Agency Case Number: (empty)
- Submitting Office Number: 346W
- Security Office Identifier: DD03

Two yellow starburst callouts are present: a '1' in a starburst pointing to the 'Geographic Location' and 'Business Event Type' fields, and a '2' in a starburst pointing to the '\*Contract Number' field. A dark blue callout box on the right contains the text: 'Note: The Submitting Office Number automatically fills in with the default SON for industry or non-industry.'

Select *Save* and select *Next* to move to the section on to the **Treasury**.





# Treasury Account Information

Treasury Account, which is entirely optional. Use the calendar icon to fill in the Beginning Period date and the Ending Period date.

Investigation Scope   Additional Scope Information   **Treasury Account**   Coverages and FIPC   Additional Request Information   Deployment   Summary

Agency Id:    Transfer Id:

Availability Type:    Beginning Period:

Ending Period:    Format:

Main Account Code:    Sub Account Code:

Sub Level Prefix Code:

Back   Save   Next

If information imputed, select **Save** and select **Next** to move to **Coverages and FIPC** step.





# Select Extra Coverage and FIPC

The fourth step is Coverages and FIPC, which is also entirely optional, and Special Handling Instructions.

**James Howler**  
Category: Industry  
SSN: 001-01-0001  
Active Request: YES

Investigation Scope → Additional Scope Information → Treasury Account → **Coverages and FIPC** → Additional Request → Deployment → Summary

**Extra Coverages/Advance Results**

Available	Selected
- Attachments (Agency submitted additional information/request, i.e. request for license or certificate verification; issue information; personnel folder or security file information, etc)	- Advance NAC (National Agency Check)
- Catch'em in Linguists	- Catch'em in CONUS
- Catch'em in Training	
- Automated scheduling of SESE (Selective Service) Items	
- Automated scheduling of BVS (Bureau of Vital Statistics, birth or death) Items	
- Bar Association License Check	
- Wounded Warrior	

\*Special Handling Instructions:   
500 characters remaining

You can only add eight Extra Coverages/ Advance Results, and five FIPC. Otherwise, you will receive an error message.





# Select Extra Coverage

1. To select an **Extra Coverage/Advance Results** or an FIPC, select on the selection and then click the add icon.

**Extra Coverages/Advance Results**

Available	Selected
- Attachments (Agency submitted additional information/request, i.e. request for license or certificate verification; issue information; personnel folder or security file information, etc)	- Advance NAC (National Agency Check)
- Catch'em in CONUS	
- Catch'em in Linguists	
- Catch'em in Training	
- Automated scheduling of SESE (Selective Service) Items	
- Automated scheduling of BVS (Bureau of Vital Statistics, birth or death) Items	
- Bar Association License Check	

Special Handling Instructions:  characters remaining

2. To move items from **Available to Selected**, select the add icon.

3. **Special Handling Instructions** can be added to the text field.



# Select FIPC



To move **Selected** items back to the **Available** box, click on the selection and then click the *remove* icon. To move all items from the Selected box back to the Available box, click the *remove all* icon.

A screenshot of the FIPC (Fingerprint Information Control) interface. It features two main columns: "Available" on the left and "Selected" on the right. The "Available" column contains the item "- FP Electronically Transmitted". The "Selected" column contains the item "- Advanced Fingerprint Results Report Required". A yellow bracket highlights the items in both columns, with a text overlay that reads "Alternatively, you may drag and drop items between the two boxes." Below the columns are four directional arrows: right, left, right, and left. At the bottom right of the interface are three buttons: "Back", "Save", and "Next". A yellow arrow points to the "Save" button.

FIPC

Available Selected

- FP Electronically Transmitted - Advanced Fingerprint Results Report Required

Alternatively, you may drag and drop items between the two boxes.

Back Save Next

Select *Save* and *Next* to continue to the next step, **Add Additional Information**.





# Select Extra Coverage 2



Navigation tabs: About JVS, Subjects, Subject Details, Subject Summary, Investigation Request

**James Howler**  
Category: Industry  
SSN: 001-01-0001  
Active Request: YES

Process flow: Investigation Scope → Additional Scope Information → Treasury Account → **Coverages and FIPC** → Additional Request → Deployment → Summary

**Extra Coverages/Advance Results**

Available	Selected
<ul style="list-style-type: none"><li>- Attachments (Agency submitted additional information/request, i.e. request for license or certificate verification; issue information; personnel folder or security file information, etc)</li><li>- Catch'em in Linguists</li><li>- Catch'em in Training</li><li>- Automated scheduling of SESE (Selective Service) Items</li><li>- Automated scheduling of BVS (Bureau of Vital Statistics, birth or death) Items</li><li>- Bar Association License Check</li><li>- Wounded Warrior</li></ul>	<ul style="list-style-type: none"><li>- Advance NAC (National Agency Check)</li><li>- Catch'em in CONUS</li></ul>

\*Special Handling Instructions:   
500 characters remaining

Select *Next* to continue to the next step.





# Add Additional Information

The fifth step is **Additional Request Information**. The current user will automatically fill in as the primary **Requesting Official**.

Select **Save** and **Next** to continue to the next step, **Deployment Information**.

Requesting Official						
Primary	*Name	*Title	*Email	*Phone		
<input checked="" type="checkbox"/>	Out1 Out1	Security Officer	a@a.com	5454544554454		
<input type="checkbox"/>						

Security Folder Location						
*Location	*Address	*City	*State	*Zip Code		
Security	8401 Greensboro Drive	McLean	VA	22102		

Official Personnel Folder Location						
*Location	*Address	*City	*State	*Zip Code		
Official Personnel	8401 Greensboro Drive	McLean	VA	22102		

To edit or to add a secondary requesting official, select the edit icon in that row.

You also add/edit Security Folder Location and Official Personnel Folder Location with the edit icon.



# Deployment Information





The sixth step is **Deployment**, which is entirely optional. Fill in the appropriate fields. Use the **calendar icon** to select a **From Date** and **To Date**.

SSN: 001-01-0001  
Active Request: YES

Investigation Scope → Additional Scope Information → Treasury Account → Coverages and FIPC → Additional Request Information → **Deployment** → Summary

### Deployment/Permanent Change of Station

From Date:   To Date:  

Address/Unit/Duty Location:  City/Port Name:

Country:  Zip Code:

State:  Point of Contact:

Contact Phone Number:

Reason:

Instructions:   
500 characters remaining

Select *Save* and *Next* to continue to the next step, **Summary**.



# Select Country



Use the drop-down menu to select a **Country**.

SSN: 001-01-0001  
Active Request: YES

Investigation Scope → Additional Scope Information → Treasury Account → Coverages and FIPC → Additional Request Information → **Deployment** → Summary

**Deployment/Permanent Change of Station**

From Date:  To Date:

Address/Unit/Duty Location:  City/Port Name:

Country: **Select Country** (dropdown menu open)  
State: **Select Country** (dropdown menu open)

Zip Code:

Point of Contact:

Phone Number:

Reason:

Instructions:   
500 characters remaining

Back Save Next

If you select United States as the Country, use the drop-down menu to select a State. If you select a country other than United States, the State field is disabled.



# Summary Screen (Continued)



**Additional Request Information Summary**

**Requesting Official Summary**

Requesting Official				
Primary	*Name	*Title	*Email	*Phone
<input checked="" type="checkbox"/>	Out1 Out1	Security Officer	a@a.com	5454544554454

**Security Folder Location**

*Location	*Address	*City	*State	*Zip Code
Security	8401 Greensboro Drive	McLean	VA	22102

**Official Personnel Folder Location**

*Location	*Address	*City	*State	*Zip Code
Official Personnel	8401 Greensboro Drive	McLean	VA	22102

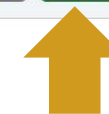
**Deployment/Permanent Change of Station Summary**

From Date:	To Date:
Duty Location:	City/Port Name:
State:	Zip Code:
Country:	Point of Contact:
Contact Phone Number:	Reason:

**Special Handling Instructions**

Back Save **Create**

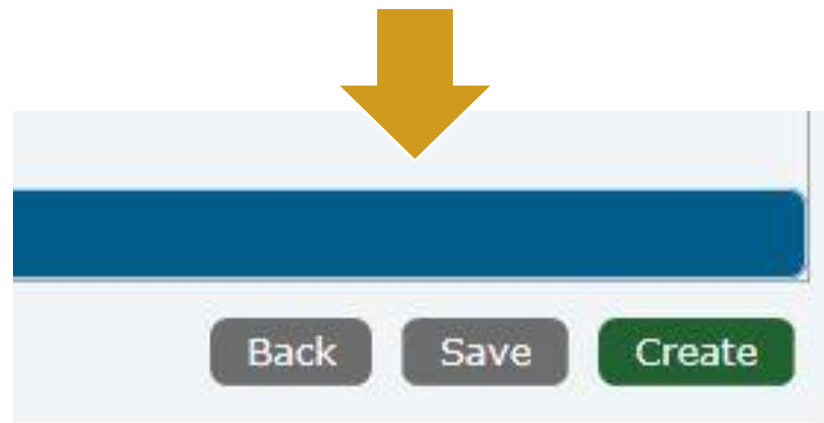
Select *Create* to send the investigation request.



# Create Button



After selecting *Create*, the Investigation Request Submission Progress bar displays.



# Investigation Initiation



The Investigation Requests table on the Subject Details tab now has a new entry, and the status is **Initiated**.

The screenshot displays the 'Subject Details' interface with several tabs: Basic Info, Contact Info, Other Subject Details, SMO Relationships, Incidents, Accesses, CSRs/RFAs, and Foreign Travel. A 'Subject Actions' dropdown menu is visible in the top right. The 'Investigation Requests (1)' section is expanded, showing a table with the following data:

Request Date	Status	Type	SMO	Agency	EQIP Id	Options
2020/08/03	Initiated	Tier 3	PSMO-I-1			

The 'Adjudication History (0)' section below it shows 'No records found.' and an 'Add Adjudication History' button. A yellow arrow points from the text above to the 'Initiated' status cell in the table.





# Initiate Request Grayed Out

After an **Investigation Request** has been submitted the **Initiate Request** is grayed out under **Subject Actions**. This prevents another investigation from being initiated.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Basic Info., Contact Info., Other Subject Details, SMO Relationships, Incidents, Accesses, CSRs/RFAs, and Foreign Travel. Below the navigation bar is a section titled 'Citizenship (1)' with a table containing one row of data. To the right of the table is a dropdown menu labeled 'Subject Actions' with three options: 'CSR/Provide Supplemental Information', 'CSR/Request Reciprocity', and 'Initiate Investigation Request'. The 'Initiate Investigation Request' option is highlighted with a yellow circle and is grayed out.

Country	Citizenship Date	Citizenship Type	Renunciation Date
United States	1990/08/08	Born in the U.S. or U.S. territory / commonwealth	

- Subject Actions
  - CSR/Provide Supplemental Information
  - CSR/Request Reciprocity
  - Initiate Investigation Request





# TIPS AND TRICKS

**DEFENSE  
COUNTERINTELLIGENCE  
AND SECURITY AGENCY**



Jan. 2021





It is important to validate the accuracy of all your records, particularly while you still have access to JPAS. The following are some of the discrepancies reported.

- Active employees (employees in JPAS PSMnet and Not in DISS).
- Current eligibility that is reflected.
- Investigation not matching up to JPAS.
- If placed in Continuous Evaluation – date is not reflected.
- Access (In access in JPAS not in DISS).



# Quick Tips – JVS



- **Tip 1:** When searching SMOs in DISS the asterisk (\*) is not required for a “wild card” search.
- **Tip 2:** The IE browser “Back and Forward” icons do not work within DISS. It will cause an error and require you to log-in again. Use only the tabs and buttons within DISS to navigate.
- **Tip 3:** Inactivity in DISS for more than 10 minutes, DISS will log you out. You will get a warning at 8 minutes.
- **Tip 4:** If you haven’t been provisioned for the right SMO(s), and cannot see your hierarchy, you’ll need to contact DCSA at [dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil](mailto:dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil) to request changes to your provisioned account.
- **Tip 5:** If your hierarchy is inaccurate (missing SMOs, incorrect parent to child relationships, etc.) you will need to complete a Hierarchy Change Request (HCR) form.
- **Tip 6:** Failure to login within 30 days will lock your account, 45 days the account will be deactivated.





- **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.





- **Mass Indoctrinate, Transfer, and/or Debrief subjects**
  - Added the ability to indoctrinate, transfer, and/or debrief all subject's en masse with one-click.
- **Report Schedule and Pickup**
  - Added the ability for reports to run in the background to be retrieved at a later time, so as to not impact system performance especially with large organizations and reports.
- **Enhanced Reports (7 Jan 2021)**
  - **Pre-Case Status Report:** Assists in the management of Investigation Requests in a Users Hierarchy.
  - **One-Time Access Report:** Non-Industry Report for "One-Time Access."
  - **Notifications Report:** Assists in the management of Notifications in a Users Hierarchy.
  - **Task Inbox Report:** Assists in the management of Tasks in a Users Hierarchy.
  - **Non-SCI Access Report:** Provides Non-SCI Access information on subjects in a Users Hierarchy.
  - **Subject Report:** CE Information included in Subject Report.



# Personnel Security Support



## Knowledge Center Inquiries

In an effort to continue to protect our workforce during the COVID-19 pandemic, Personnel Security Inquiries (option 1/option 2) of the DCSA Knowledge Center has been suspended until further notice. We will continue to provide status updates via DISS Customer Service Requests and VROC email [dcsa.ncr.dcsa-dvd.mbx.askvroc@mail.mil](mailto:dcsa.ncr.dcsa-dvd.mbx.askvroc@mail.mil). When calling (888) 282-7682, customers will have the following menu options:

- Personnel Security Clearance Inquiries (e-QIP PIN Resets, Golden Questions & VROC)
- For Industry PIN Resets: **HANG UP** and **Call** the Applicant Knowledge Center at 724-738-5090, or;
- Email [DCSApplicantSupport@nbib.gov](mailto:DCSApplicantSupport@nbib.gov), or;
- For all other PCL related inquiries email [dcsa.ncr.dcsa-dvd.mbx.askvroc@mail.mil](mailto:dcsa.ncr.dcsa-dvd.mbx.askvroc@mail.mil)

### Other DCSA Offices

DCSA Policy	<a href="mailto:DSS.quantico.DSS-hq.mbx.policyhq@mail.mil">DSS.quantico.DSS-hq.mbx.policyhq@mail.mil</a>
DCSA Facebook	<a href="https://www.facebook.com/DCSA.Stakeholders">https://www.facebook.com/DCSA.Stakeholders</a>
DCSA Twitter	<a href="https://twitter.com/DSSPublicAffair">https://twitter.com/DSSPublicAffair</a>

### Background Investigations

DCSA's System Liaison	724-794-5612, Ext. 4600 or <a href="mailto:eQIP@nbib.gov">eQIP@nbib.gov</a>
For Technical Issues with e-QIP	866-631-3019
For Agent's/ Investigator's Identity or Status	1-888-795-5673 or <a href="mailto:RMFSIMSST@nbib.gov">RMFSIMSST@nbib.gov</a>

### DoD CAF Call Center

Phone	301-833-3850* (SSOs and FSOs ONLY)
Menu Options	5 - Industry
Email	<a href="mailto:dcsa.meade.dcsa-dvd.mbx.dodcaf-callcenter@mail.mil">dcsa.meade.dcsa-dvd.mbx.dodcaf-callcenter@mail.mil</a>

\* Temporarily suspended due to COVID-19

### DOHA

Phone	866-231-3153
Website	<a href="mailto:dohastatus@ssdgc.osd.mil">dohastatus@ssdgc.osd.mil</a>

### DMDC Contact Center

Phone	1-800-467-5526
Email	<a href="mailto:dmdc.contactcenter@mail.mil">dmdc.contactcenter@mail.mil</a>
Menu Options	1 – DISS 3 – JPAS 4 – e-QIP 5 – SWFT 6 – DCII 7 – PerSec/ General Questions 8 – STEPP/ISFD/FCL

