

# 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

Citizenship (1)

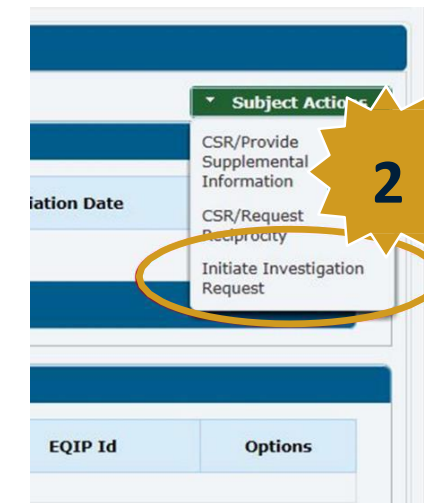
Country	Citizenship Date	Citizenship Type	Renunciation Date	Options
United States	1990/08/08	Born in the U.S. or U.S. territory / commonwealth		

Owning relationship required and one of the following Industry roles:

- Security Officer
- Security Manager



1. Select Subject Actions.



2. Select Initiate Investigation Request.



# Investigation Scope



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

A screenshot of a web application interface for an "Investigation Request" wizard. The top navigation bar includes tabs for "About PWS", "Subjects", "Subject Details", "Subject Summary", and "Investigation Request". The "Investigation Request" tab is active. Below the tabs, a header section displays "James Howler" with details: "Category: Industry", "SSN: 001-01-0001", and "Active Request: YES". A yellow starburst with the number "1" points to this header. Below the header is a horizontal flow of three steps: "Investigation Scope" (highlighted in blue), "Additional Scope Information", and "Treasury Account". Below the steps, there are several form fields. A yellow starburst with the number "2" points to a "Requested Eligibility" dropdown menu. The dropdown is open, showing options: "Select Eligibility", "Secret", "Confidential", and "Top Secret". The "Top Secret" option is circled in yellow. Other visible fields include "Investigation Type" (also a dropdown), "Override Justification", "Investigative Requirement", "Break In Service", and "Periodic Reinvestigation" (a checkbox).

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.

A screenshot of a web form for an investigation. The form has several fields: "Requested Eligibility" with a dropdown menu showing "Top Secret", "Investigation Type" with a dropdown menu showing "Tier 5", "Override Justification" with a dropdown menu showing "Select Justification", "Investigative Requirement" with a dropdown menu showing "Initial", and "Break In Service" with a dropdown menu showing "Initial". To the right of these fields is a checkbox labeled "Periodic Reinvestigation:". Two yellow starburst callouts with arrows point to the "Investigation Type" and "Investigative Requirement" fields. Callout 1 points to the "Investigation Type" field, and callout 2 points to the "Investigative Requirement" field.

\*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.

The screenshot shows a form for Tier 5R Reinvestigation. It includes fields for Requested Eligibility, Investigation Type, Override Justification, Investigative Requirement, and Break In Service. A Periodic Reinvestigation checkbox is also present. Numbered callouts indicate the following steps:

- 1**: Points to the Requested Eligibility dropdown menu, which is set to "Top Secret".
- 2**: Points to the Investigation Type dropdown menu, which is set to "Tier 5R".
- 3**: Points to the Break In Service checkbox, which is checked. A text box next to it states: "The Break in Service check box will be checked automatically if applicable."

At the bottom right, there are "Save" and "Next" buttons. The "Next" button is highlighted with a green border.

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



# 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.

A screenshot of a web form for an investigation. The form has a light blue background. On the left side, there are three yellow starburst callouts with the numbers 1, 2, and 3. Callout 1 points to the "Requested Eligibility" dropdown menu, which is set to "Secret". Callout 2 points to the "Investigation Type" dropdown menu, which is set to "Tier 3". Callout 3 points to the "Investigative Requirement" dropdown menu, which is set to "Initial". The form also includes a "Periodic Reinvestigation" checkbox, which is unchecked, and a "Break In Service" checkbox, which is also unchecked. The "Override Justification" dropdown menu is set to "Select Justification".

**1** \*Requested Eligibility: Secret

**2** \*Investigation Type: Tier 3

Periodic Reinvestigation: ☐

Override Justification: Select Justification

Investigative Requirement: Initial

Break In Service: ☐

**3**



# 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.

A screenshot of a web form for Tier 3R Reinvestigation. The form has a light blue background. It contains several fields: "Requested Eligibility" with a dropdown menu showing "Secret" (callout 1), "Investigation Type" with a dropdown menu showing "Tier 3R" (callout 2), "Override Justification" with a dropdown menu showing "Select Justification", "Investigative Requirement" with a dropdown menu showing "Reinvestigation" (callout 3), and "Break In Service" with an unchecked checkbox. To the right of the "Investigation Type" dropdown is a checkbox labeled "Periodic Reinvestigation:" which is checked.

**1** \*Requested Eligibility: Secret

\*Investigation Type: Tier 3R Periodic Reinvestigation: ☒

Override Justification: Select Justification

Investigative Requirement: Reinvestigation

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 a web form titled "Additional Scope". It contains several fields and drop-down menus. Four yellow starburst callouts with numbers 1 through 4 point to specific fields: Callout 1 points to the "Nature Of Action Code" drop-down menu, which is currently set to "Contractor". Callout 2 points to the "\*Applicant Affiliation" drop-down menu, which is currently set to "Industry". Callout 3 points to the "Security Office Identifier" drop-down menu, which is currently set to "DD03". Callout 4 points to the "\*Contract Number" text input field, which contains the value "A12345". Other visible fields include "Form Type: SF-86", "\*Access Eligibility: Secret", "\*Sensitivity/ADP: Select Sensitivity", "Geographic Location", "Local Agency Check: 2020/08/03", "Nature of Action Date: yyyy/mm/dd", "Business Event Type", "Account Data/Agency Case Number", "Obligating Document Number", "Submitting Office Number: 346W", and "Back", "Save", and "Next" buttons at the bottom right.

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.

The screenshot shows the 'Additional Scope' section of a form. A calendar pop-up is open for the 'Local Agency Check' date, showing March 2020. The date 2020/03/05 is entered in the field. The calendar has a 'Current Date' button and a 'Close' button. The form also includes fields for 'Access Eligibility' (Not Required), 'Sensitivity/ADP' (Select Sensitivity), 'Geographic Location', 'Applicant Affiliation' (Industry), 'Obligating Document Number', 'Contract Number' (987576578), 'Nature Of Action Code', 'Nature of Action Date', 'Business Event Type', 'Account Data/Agency Case Number', 'Submitting Office Number', and 'Security Office Identifier'. Navigation buttons 'Back', 'Save', and 'Next' are at the bottom right.

Investigation Scope

Additional Scope Information

Treasury Account

Coverages and FIPC

Additional Request Information

Deployment

Summary

**Additional Scope**

Form Type: SF-86

\*Local Agency Check: 2020/03/05

\*Access Eligibility: Not Required

\*Sensitivity/ADP: Select Sensitivity

Geographic Location:

\*Applicant Affiliation: Industry

Obligating Document Number:

\*Contract Number: 987576578

Nature Of Action Code:

Nature of Action Date:

Business Event Type:

Account Data/Agency Case Number:

Submitting Office Number:

Security Office Identifier:

Current Date

Close

Back

Save

Next



# Additional Scope Information



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

The screenshot shows the 'Additional Scope' section of a form. At the top, a navigation bar contains seven chevron-shaped buttons: 'Investigation Scope', 'Additional Scope Information' (highlighted in blue), 'Treasury Account', 'Coverages and FIPC', 'Additional Request Information', 'Deployment', and 'Summary'. Below this, the 'Additional Scope' section is titled in a blue bar. The form contains several fields: 'Form Type: SF-86', '\*Access Eligibility: Not Required' (dropdown), '\*Sensitivity/ADP: Select Sensitivity' (dropdown), 'Geographic Location:' (text field, circled in yellow), '\*Applicant Affiliation: Industry' (dropdown), 'Obligating Document Number:' (text field), '\*Contract Number:' (text field, circled in yellow), '\*Local Agency Check: yyyy/mm/dd' (text field), 'Nature Of Action Code: Contractor' (dropdown), 'Nature of Action Date: yyyy/mm/dd' (text field), 'Business Event Type:' (text field), 'Account Data/Agency Case Number:' (text field), 'Submitting Office Number: 346W' (text field), and 'Security Office Identifier: DD03' (dropdown). Two yellow starburst callouts are present: a large '1' in a starburst pointing to the 'Geographic Location' and 'Business Event Type' fields, and a large '2' in a starburst pointing to the '\*Contract Number' field. A dark blue text box on the right contains the note: '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.

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

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

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. The interface has a blue header bar with the text "FIPC". Below the header, there are two main sections: "Available" and "Selected". The "Available" section contains the text "- FP Electronically Transmitted". The "Selected" section contains the text "- Advanced Fingerprint Results Report Required". A yellow arrow originates from the "Available" section and points to the "Selected" section, indicating a drag-and-drop action. Below the sections, there is a dark blue box with white text that reads "Alternatively, you may drag and drop items between the two boxes." At the bottom right of the interface, there are three buttons: "Back", "Save", and "Next". A yellow arrow points to the "Save" button.

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



# Select Extra Coverage 2



About JVS ×Subjects ×Subject Details ×Subject Summary ×Investigation Request ×

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

- Attachments (Agency submitted additional information/request, i.e. request for license or certificate verification; issue information; personnel folder or security file information, etc

- 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

- Wounded Warrior

Selected

- Advance NAC (National Agency Check)

- Catch'em in CONUS

\*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

Back Save Next

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 ToDate.

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: yyyy/mm/dd To Date: yyyy/mm/dd

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

Country: Select Country State: Select Country

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:

Duty Location:

State:

Country:

Contact Phone Number:

To Date:

City/Port Name:

Zip Code:

Point of Contact:

Reason:

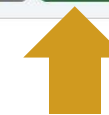
Special Handling Instructions

Back

Save

Create

Select *Create* to send the investigation request.

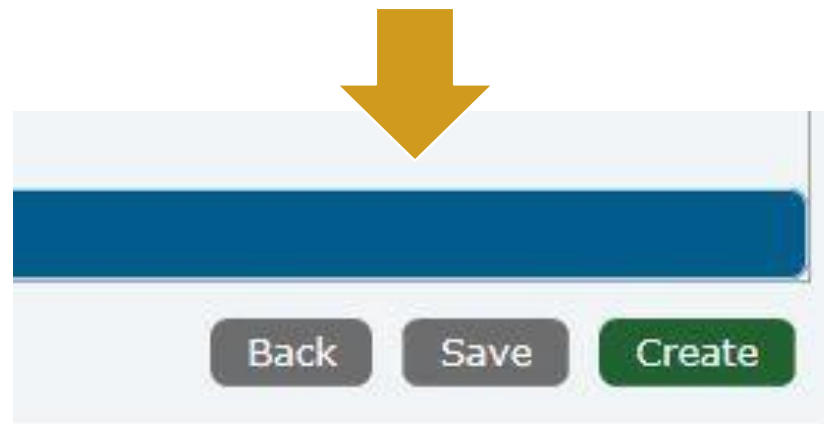




# Create Button



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 statue is Initiated.

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

Subject Actions

▼ Citizenship (1)

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

▼ Investigation Requests (1)

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

▼ Adjudication History (0)

Activity Description
No records found.

Add Adjudication History



# 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.

A screenshot of the DCISA Subject Information system interface. The top navigation bar includes tabs for 'Basic Info.', 'Contact Info.', 'Other Subject Details', 'SMO Relationships', 'Incidents', 'Accesses', 'CSRs/RFAs', and 'Foreign Travel'. The 'Basic Info.' tab is active, showing a 'Citizenship (1)' section with a table. The table has columns for 'Country', 'Citizenship Date', 'Citizenship Type', and 'Renunciation Date'. The first row shows 'United States', '1990/08/08', and 'Born in the U.S. or U.S. territory / commonwealth'. To the right of the table is a 'Subject Actions' dropdown menu. The menu is open, showing three options: 'CSR/Provide Supplemental Information', 'CSR/Request Reciprocity', and 'Initiate Investigation Request'. The 'Initiate Investigation Request' option is circled in orange, indicating it is the focus of the slide. The other two options are also visible but not highlighted.

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





# QUESTIONS

**DEFENSE  
COUNTERINTELLIGENCE  
AND SECURITY AGENCY**



Jan. 2021

