Defense Information System for Security Joint Verification System

JVS FOR INDUSTRY
Agenda

• Brief DISS Overview
• Orientation to Higher Echelon Users Roles and Permissions
• Orientation to End-user functions
• Q&A
Learning Objectives

• Users will be able to describe the general framework of DISS
• Users will be able to identify and navigate the various functions of DISS JVS
• Users will be able to identify and explain the roles and responsibilities of higher level and end users
• Users will be able to define and compare various user relationships and functions within DISS JVS
System of Record for 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
What is DISS

• A key component of the DoD’s strategy to modernize personnel vetting and improve mission readiness

• An enterprise-wide system that offers accelerated workflows, electronic adjudications, and secure document exchange

Key features
• Customer Service Requests (CSRs)
• Request for Action (RFA)
JVS Home Page Orientation

- **Communications**
  - Task Inbox
  - Unread Notifications: 12427

- **Organization**
  - View Current Organization
  - Search Organizations

- **Subject**
  - View Subjects
  - Mass Subject Transfer
  - Mass Individuation
  - Mass Debrief

**Action Panel**
- Notifies users of newly implemented enhancements to JVS
- Notices for users of important information in support of JVS

**Bulletin Board and Work Bench**
- The Action Side brings up work to be done on the work bench

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**ATTENTION DISS USERS!**

CT Last Updated on: May 4, 2021

**DISS 13.4.3 Enhancements**

Prod Deployment Date: May 20, 2021

- The following enhancements were included in this deployment:
  - Manage SMO Actions: Edit Affiliated Organization and Manage Clearance Level
  - Remove Suspend Access Labels from Incident Workflow in JVS

**Change Description**

- Multi-Security Domain (MSD) enhancements:
  - JX.1.0.0.0

**Notices**

- **ATTENTION:** Effective 15 MARCH 2021, DISS no longer supports System of Record for all Eligibility, Access, and Visit data.
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**DISS Interfaces with the Central Verification System (CVS) as the Federal System of Record for eligibility determinations.**

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**NOTICE:**

**When logging in with your FV, you must select the certificate that you registered with.**

**This process will need to occur each time you receive a new or replacement FV.**

**DISS will only accept the DD FORM 2962 Volume 2, JAN 2020. This Personnel Security System Access Request (PSSAR) form version is available at:**

- Contact the Customer Call Center (CCC) for support with using the PSSAR form.
HIGHER ECHELON USERS
Hierarchy Manager:
• Head of the Security Management Office (SMO)
• Create SMO Tree
• In addition to all privileges of an Account Manager

Account Manager:
• Manages user provisioning within organization
• Performs tasks such as creating and maintaining user profiles, roles, and permissions
• May work in subordinate “child” SMOs
View the SMO Tree

Note that if part of a very large tree, users will get a warning banner instead of a Tree Display.
Create SMOs

The process model at the top of the page walks users through the process and indicates progress with the highlighted arrow.
Move SMOs (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).

<table>
<thead>
<tr>
<th>HIERARCHY CHANGE (Parent-Child)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SMO CHILD TO BE MOVED</strong></td>
</tr>
<tr>
<td><strong>835Q3-PerSecPros Client Support 1</strong></td>
</tr>
</tbody>
</table>

• Send the HCR to dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil.
# Create Subject

**Subject Information**

- **SSN:**
- **Date of Birth:** 
- **First Name:**
- **Last Name:**
- **Birth Country:** United States
- **Birth State:** Select State
- **Birth City:**

**Citizenship Information**

<table>
<thead>
<tr>
<th>Country</th>
<th>Citizenship Date</th>
<th>Citizenship Type</th>
<th>Renunciation Date</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

**Category and Relationship**

- **Category Type:** Select Type
- **Industry Classification Code:** Select Type
- **Projected Separation Date:**
- **Comments:**

TS characters remaining.
• Use the DCSA DD FORM 2962 and complete in its entirety (not P&R form)

• Industry sends PSSAR to dcsa.dcsa-northern.dcsa-dvd.mbx.diss-provisioning@mail.mil

Note: PSSAR FAQs are at https://www.dcsa.mil/is/diss/dissresources/
Create User

Use the PSSAR information to set up the user’s SMO & roles note that optional roles are available.
USER FUNCTIONS
User Roles and Permissions

User Roles

• Security Managers
• Security Officers
• Security Officer Administrator
• Security Officer Visit Administrator

User Permissions

• Subject Management
• NDA Submission Process
• Access Management
• Visit Requests
SUBJECT MANAGEMENT
Search Subject

User enters either an SSN or PSSN in the search box and clicks “Search Subjects”
Subject Summary

Note: You can not view your own record. You will get an error message.
Subject Management actions will primarily be achieved working at the Tabs on the Subject Detail Screen.
Subject Details—Example SMO Relationships

If no SMO details...

Add a category...

And a relationship...
NDA SUBMISSION PROCESS
Select the green Add NDA/NDS link
Add NDA/NDS—Upload Document

Enter Date and Doc name

Select type from pulldown

Note: the “+Document” uploads the document to the queue, “Add Document” uploads that document to JVS
### NDA/NDS History

#### Approved

<table>
<thead>
<tr>
<th>NDA/NDS</th>
<th>Signed Date</th>
<th>Effective Date</th>
<th>Show Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDA</td>
<td>2021/05/24</td>
<td>2021/06/02</td>
<td>View Document</td>
</tr>
</tbody>
</table>

When submitted, JVS automatically sends an NDA/NDS Review task to CATS.

#### Pending

<table>
<thead>
<tr>
<th>NDA/NDS</th>
<th>Signed Date</th>
<th>Effective Date</th>
<th>Show Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDA</td>
<td>2020/09/10</td>
<td>2020/09/11</td>
<td>Pending Approval from CATS</td>
</tr>
</tbody>
</table>
Rejected NDA

If rejected, a message will appear in the Task Inbox

When rejected, the Security Officer has a task to revise the NDA before resubmitting.
Grant New Access

Enter Owning Relationship and Date

New access granted.
When expanded the Associated Relationships show to include Type, SMO Name, Begin Date, Industry Classification Code (ICC), End Date and Termination Reason.
Create SMO Visit

A New Visit Process model appears on the work bench.
Find & Select SMO

Enter data into one of the data fields, such as SMO Name.

Search based on the criteria entered.

If the search is too broad, it will generate an error banner.
Select SMO

Search results are listed at the bottom of the page.

Highlight the desired SMO and click next.
Visit Information

Fill in all pertinent information; at a minimum, all boxes with an *

Pull downs provide a menu for Reason and Access level
Visit Confirmation

Upon completion of the Visit information, a Confirmation page will appear: completing the process.
Clicking on a visit in the list will open visit details for that visit.
View SMO Visits—Visit Actions

Visit Details allows users to manage the SMO visits via the Visit Actions pull down.

Users can edit, cancel, and change visit information here.
INVESTIGATION REQUESTS
(INDUSTRY ONLY)
Initiate Investigation Request

Owning relationship required and one of the following Industry roles:
Security Officer
Security Manager
Investigation Scope

The Investigation Request Process serves as a progress tracker.

Clicking “Select Eligibility” opens a pull down of choices; the selection will auto populate the Tier at “Investigation Type”.

Investigation Request Tracking

User populates data fields as required, or additional information as appropriate.

Progress Tracker highlights open step in the process.
Add Additional Information

At the Additional Information Step, the fields are auto-populated.

Users can add requesting officials and edit other fields using the edit icon.

If users edit... A save & delete icon will appear.
Wrapping up the Request

The data fields in Deployment are optional; it should be noted that all date fields have a calendar icon to facilitate date input.

The summary step contains fields that show all the data in the request; users may review and then click the “Create” button to complete/initiate.
**Investigation Initiation**

As soon as the “Create” investigation request button has been clicked a status will appear in the Subject Details.

Here is a screenshot of the Subject Details page:

<table>
<thead>
<tr>
<th>Basic Info.</th>
<th>Contact Info.</th>
<th>Other Subject Details</th>
<th>SHO Relationships</th>
<th>Incidents</th>
<th>Accesses</th>
<th>CSRs/RFAs</th>
<th>Subject Documents</th>
<th>Foreign Travel</th>
</tr>
</thead>
</table>

**Citizenship (1)**

<table>
<thead>
<tr>
<th>Country</th>
<th>Citizenship Date</th>
<th>Citizenship Type</th>
<th>Renunciation Date</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>1976/07/04</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Investigation Requests (1)**

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Status</th>
<th>Type</th>
<th>SHO</th>
<th>Agency</th>
<th>EQIP Id</th>
<th>Contract #</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021/06/04</td>
<td>Pending Initiation</td>
<td>Tier 2</td>
<td>HP CDC-Industry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subject Actions**
TAKE-AWAYS
Quick Tips

✓ When searching SMOs in DISS the asterisk (*) is not required for a “wild card” search

✓ DISS application works best with the following web browsers: Edge, Version 11 or above, Mozilla Firefox, or Chrome. Inactivity in DISS for more than 10 minutes will cause log out; a warning is posted at 8 minutes

✓ 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 to request changes to your provisioned account

✓ If your hierarchy is inaccurate (missing SMOs, incorrect parent to child relationships, etc.) you will need to complete a Hierarchy Change Request (HCR) form

✓ Failure to login within 30 days will lock your account; 45 days the account will be deactivated

Updated as of January 2021
### Support Contacts

#### Knowledge Center Inquiries

<table>
<thead>
<tr>
<th>Other DCSA Offices</th>
<th>DoD CAF Call Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DCSA Policy</strong></td>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td>DCSA Facebook</td>
<td>301-833-3850*</td>
</tr>
<tr>
<td>DCSA Twitter</td>
<td>(SSOs and FSOs ONLY)</td>
</tr>
<tr>
<td>DCSA’s System Liaison</td>
<td><strong>Menu Options</strong></td>
</tr>
<tr>
<td></td>
<td>5 - Industry</td>
</tr>
<tr>
<td>Background Investigations</td>
<td><strong>Email</strong></td>
</tr>
<tr>
<td>For Technical Issues with e-QIP</td>
<td><a href="mailto:dcsa.meade.dcsa-dvd.mbx.dodcaf-callcenter@mail.mil">dcsa.meade.dcsa-dvd.mbx.dodcaf-callcenter@mail.mil</a></td>
</tr>
<tr>
<td>For Agent’s/ Investigator’s Identity or Status</td>
<td><strong>DOHA</strong></td>
</tr>
<tr>
<td></td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>866-231-3153</td>
</tr>
<tr>
<td></td>
<td>Website</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dohastatus@ssdgc.osd.mil">dohastatus@ssdgc.osd.mil</a></td>
</tr>
</tbody>
</table>

Updated as of January 2021
Q & A