



INDUSTRY ENROLLMENT GUIDANCE

ENROLLMENT INTO THE DOD CONTINUOUS VETTING (CV) PROGRAM

VRO Vetting Risk
Operations

AUGUST, 2021

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



VRO Vetting Risk Operations

The Vetting Risk Operations (VRO) is leading the implementation effort to have the national security population enrolled in a compliant Continuous Vetting (CV) Program. The goal is to enroll the entire population in the DOD CV Program by September 30th, 2021.

It has been identified that there are subjects that were not enrolled post adjudication (August 2018 or later) or after the Periodic Reinvestigation (PR) was deferred. DCSA is taking action to re-enroll the subjects on 8/25, 9/8 and 9/29. Any successful enrollments will populate in DISS on 8/26, 9/9 and 9/30.

As of 8/13, the data between the Mirador system and DISS are in complete sync, there are no CV enrollments which are not displaying in DISS.

If there is a subject not enrolled with a recent adjudication or deferment submission, the guidance below on updating Personally Identifiable Information (PII) in DISS may result in successful enrollment without the need for a new investigation request. However, if the enrollment does not occur after the actions are taken below, then a new investigation request will need to be submitted to VRO to achieve the goal of CV enrollment for the DOD.

INDUSTRY ENROLLMENT GUIDANCE

Per the Trusted Workforce 1.25 Executive Correspondence released January 15th, 2021, the goal for enrollment of the entire national security population into DOD CV is September 30th, 2021. The criteria for Continuous Vetting (CV) enrollment include the following:

- DOD affiliation with an owning SMO, eligibility for access to a classified position or occupy a sensitive position.
- Signed SF-86 (version 2010 or later).
- Matching PII between the SF-86 and the Defense Information System for Security (DISS).

STEP 1: Determining the Status of CV Enrollment in DISS

Verification of enrollment into the DOD's CV Program is identified by obtaining a Subject Report in DISS JVS, which can be located under JVS Reporting.

Please see the below instructions: "How to Run a JVS Subject Report in DISS".

Subject Report

Under the CE Status column, there are three different statuses:

1. Other: Subject was enrolled as part of the overall effort by DOD to enroll the population.
2. Deferred Investigation: Subject was enrolled based on the deferment of a Periodic Reinvestigation (PR).
3. Not Enrolled in CE: Subject is not enrolled in the DOD CV Program.

If your subject is not enrolled in the DOD CV Program, and the subject was submitted for deferment or has an adjudication resulting in eligibility supporting access to classified information since August 2018, please follow the Step 2 activities to correct information to permit a successful enrollment.

If your Subject is not enrolled in the DOD CV Program, please see the steps below for actions to take to ensure enrollment into CV.

STEP 2: Verify Subject PII, affiliation / SMO relationship and Eligibility

In order for the Subject's enrollment to be successful, the following need to be verified by the Facility Security Officer (FSO) in DISS.

- Subject has an Owing affiliation in DISS with your company.
- Please verify the Category type is correct. For example, Industry vs. Civilian Employee.
- Ensure the following Personally Identifiable Information (PII) on the Subject's record in DISS and on the most recent submission of the SF-86 match.
 - Last Name
 - Social Security Number
 - Date of Birth
- Eligibility for access to a classified position or occupy a sensitive position, which includes the following eligibilities: Confidential, Secret, Top Secret, SCI – ICD704, LAA Secret, LAA Confidential
- A signed SF-86 (version 2010 or later).

For more information on DISS, please visit: <https://www.dcsa.mil/is/diss/>

STEP 3: Submit a new investigation request for CV enrollment (if applicable)

If after the CV enrollment dates populate in DISS on the following dates, 8/26, 9/9 or 9/30, CV enrollment is not reflected, please submit a new investigation request to VRO. VRO will then review new investigation request and submit for CV enrollment.

Please route any inquiries through the AskVRO email box for assistance at: dcsa.ncr.dcsa-dvd.mbx.askvroc@mail.mil

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: My Subject was recently favorably adjudicated by the DOD CAF and DISS reflects the Subject was not enrolled into CE. It was my understanding that Subjects were being automatically enrolled into CV after a favorable adjudication. All of their PII matches and they have valid eligibility and affiliation with an owning SMO in DISS. What do I need to do to get them enrolled?

A: The Vetting Risk Operations (VRO) was notified that the automatic enrollment post favorable adjudication was not successful for some subjects. DCSA is researching internally to determine the root cause and is re-attempting an enrollment for all Subject's that have failed on the last Wednesday of every month. To attempt to enable maximum Trusted Workforce compliance, an additional enrollment attempt will be made by DCSA in September. The upcoming dates on

enrollment attempts for rejected records is August 25, September 8, and September 29. Any successful enrollments as a result of this effort will display the following day (Thursday - 8/26, 9/9, or 9/30) in DISS. If the Subject has an adjudication supporting access to classified information since August 2018 or PR deferment submission, but the subject was not successfully enrolled – perform the STEP 2 activities to correct the affiliation, eligibility and/or PII which MAY result in a successful enrollment without the need for a new investigation request submission to VRO. If CV enrollment attempts remain unsuccessful for the subject, please perform STEP 3 activities.

Q: How do I know who still needs to be enrolled in my company?

A. Please follow the instructions below, “How to Run a JVS Subject Report in DISS”. This report will display who is not yet enrolled under the “CE STATUS” column or the method in which they were enrolled: “Other” or “Deferred Investigation”.

Q: My Subject’s DISS record reflects “Unenrolled in Continuous Evaluation on YYYY-MM-DD for Loss of Affiliation”. They never lost affiliation or eligibility in DISS. What do I need to do to get them re-enrolled in the DOD’s Continuous Vetting (CV) Program?

A: Please follow STEP 3 to submit a new investigation request to the Vetting Risk Operations (VRO) in DISS to have the Subject enrolled in CV.

Q: My Subject’s investigation is still in progress. Is there anything additional I should be doing to ensure that they are enrolled in CV post adjudication?

A: Please ensure that the following are completed for the Subject.

- Subject has an Owning affiliation in DISS with your company.
- Please verify the Category type is correct. Industry vs. Civilian Employee
- Ensure Personally Identifiable Information (PII) on the Subject’s record in DISS and on the SF-86 match to include the following:
 - Last Name
 - Social Security Number
 - Date of Birth
- Eligibility will be for access to a classified position or occupy a sensitive position, which includes the following eligibilities: Confidential, Secret, Top Secret, SCI – ICD704, LAA Secret, and LAA Confidential.
- A signed SF-86 (version 2010 or later).

Q: What happens if a SF-86 is not submitted for the subject prior to 9/30/21?

A: If the SF-86 is not able to be submitted by 9/30/21, please submit a CSR – Supplemental to VRO to provide information on why it was not able to be submitted (i.e. on Extended Leave, IT issues, etc.).

Q: What if the SF-86 is submitted and in FSO Reviewed status at VRO and it is not enrolled?

A: VRO will continue its action to review the SF-86 and submit to the CV team for enrollment.

Q: The Subject Report has subjects with eligibility of No Determination Made (NDM) or Loss of Jurisdiction (LOJ) and the subjects are not enrolled. Is a new SF-86 required?

A: If the subject requires access to classified information, please submit a new SF-86 to VRO. VRO will review the subject's record and take actions to restore the eligibility and submit the SF-86 to the CV team.

Q: I have individuals that were adjudicated in the 2013 to 2017 timeframe. They have the required SF-86 and signature pages. Do you know when they were going to be enrolled into CE and was that prior to 2017?

A: August of 2018 is when the enrollment post adjudication began. DCSA tried to go back prior to August of 2018 and retrieve the SF-86 and conduct enrollment but the problem was that many were unsuccessful due to the mismatch in PII or the SF-86 XML was not available. These would not be included in the failed enrollment attempts. For those individuals that were adjudicated prior to August of 2018, and they are not enrolled yet, a new investigation request would be required to be submitted in order to enroll into CV.

Q: My Subject's Continuous Vetting (CV) enrollment is not displaying in DISS, I think this is inaccurate. What can I do?

A: As of August 13th, 2021, Mirador and DISS data is in complete sync and there are no CV enrollments which are not displaying in DISS. Mirador and DISS are utilizing the EDI information and have worked over the past few months to bring the information into 100% unison. If your subject is not displaying in DISS, you will need to follow STEP 1 for prior enrollment attempts (deferment or adjudication since 2018) and STEPS 1 and 2 for all other subjects.

HOW TO RUN A JVS SUBJECT REPORT IN DISS

- Log into JVS
- Once in JVS click on the Search SMOs link under the SMO menu on the left side of the page
- This will bring you to the SMO Search tab
- Put the CAGE Code in the CAGE Code box under the Organization Attributes section and click on the green Search button
- All associated SMOs will show at the bottom of the page
- If there are multiple SMOs, you will need to check each one
- Click on the SMO for which you want to conduct the search
- This will open a new tab Titled SMO Details
- Click on the green SMO Actions button
- Click on Make Current SMO
- You have now made that CAGE Code your current SMO
- Under the SMO menu on the left side of the page you will see the CAGE Code listed as the Current SMO
- Click on the **Subject Report** link under the JVS Reporting menu on the left side of the page
- This will bring up a Subject Report Window
- You can select the output format as PDF, Excel or CSV
- Leave the Include All Children box unchecked for Subjects affiliated with current SMO OR check the Include All Children box to include Subjects affiliated with current SMO and Child SMOs
- All Eligibility and Investigation choices should already be selected
- Click on the green **Submit Job** button
- A yellow notification pop up box should appear at the top of the page indicating Report Job Submitted
- Click on the **View Report Submissions** link under the JVS Reporting menu on the left side of the page
- You should now be in the **View Report Submissions** tab
- You will see a link to your report, listed first, and any other previous reports that were ran for that SMO
- If you do not see Available in the Status column, click on the green Refresh View button
- Click on the link for your report
- A Download Report pop up window should appear, click on the green Download button
- A pop up window should appear asking what program you want to open the file with
- Choose appropriate program, or save the file
- If you chose to open, then the document will open in the chosen program
- If you chose to save, then you will need to find the document and open it