

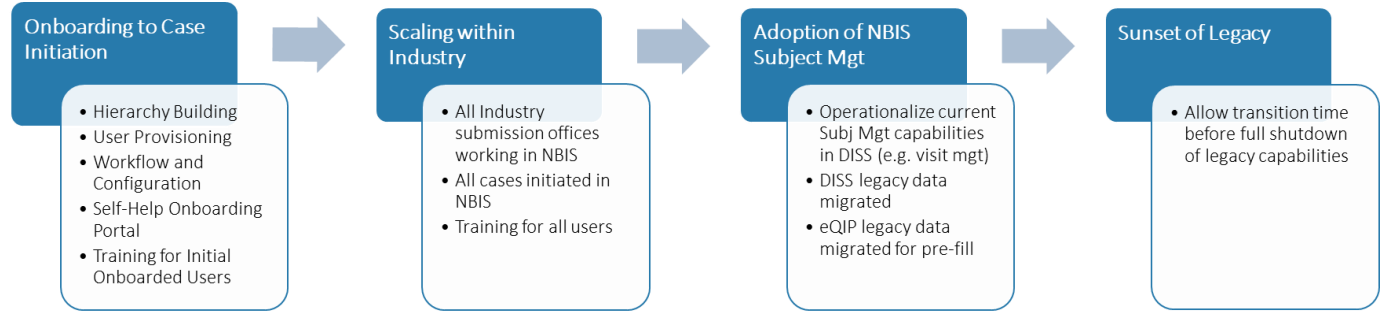


# Industry Onboarding

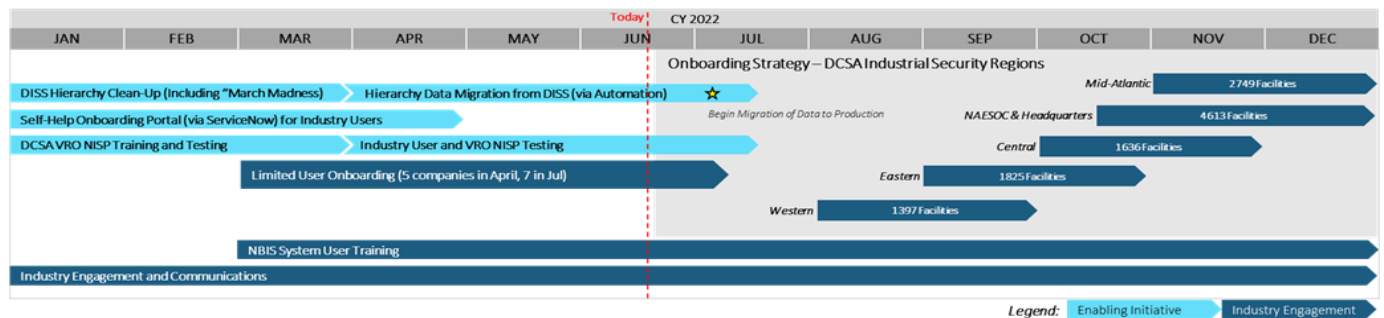
## Fact Sheet and Frequently Asked Questions (FAQ)



### Industry Roadmap for NBIS Adoption:



### Industry Onboarding to Case Initiation:



### NBIS Familiarization Materials Available for Industry:

The NBIS Training program has developed and published resources to allow Industry partners to preview NBIS capabilities before fully onboarding to the system. These resources provide an overview of the NBIS system and step-by-step processes for the Case Initiation (Initiate/Review/Authorize) process in a variety of formats including e-learning courses, desk-side support Job Aids and topical webinars. These resources can be found on our Industry training site below once access is established (targeting end of May 2022).

**Training Platform** - <https://nbisindustrytraining.countermeasures.com>: Site will be accessible via Common Access Card, (CAC), Personal Identity Verification (PIV), or External Certification Authority (ECA) authentication.

#### E-Learning and Job Aids

Check out E-Learning courses and quick step-by-step guides on many common NBIS functions and tasks. Through these materials, you can learn more about:

- NBIS Overview and General Tasks
- Actions related to Initiating – Reviewing – Authorizing a case (I-R-A)
- Subject Management functions
- NBIS acronyms, abbreviations, and definitions

*We care what you think - Be sure to fill out the feedback form upon completion of each eLearning course!*

**Videos** - The NBIS Training Site provides videos on a variety of topics including an overview of NBIS and recorded NBIS Demo Day sessions.

**More to Come** - We are adding more training content to the site each week, so please check back regularly.

**Have an NBIS Training Question?** Email your questions to the NBIS Training program at: [dcsa.quantico.nbis.mbx.training@mail.mil](mailto:dcsa.quantico.nbis.mbx.training@mail.mil)





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### Frequently Asked Questions:

Below are a collection of questions NBIS have received from Industry to date and the current status and answers. NBIS is very interested and seeking Industry feedback to better the overall Personnel Vetting Enterprise experience. The NBIS team will continuously update this document to ensure timely information is captured and disseminated to industry partners.

**Q: When Industry onboards to NBIS, will we be required to operate in both DISS and NBIS, with the requirement for us to modify the same subject's records in two system and also be responsible for manual synchronization?**

A: During the transition period, Industry partners will need to be in two systems to perform various functions. Under the current onboarding plan, only case initiation can be completed in NBIS as Industry partners establish their presence in NBIS. If the subject does not exist in NBIS, a subject record will need to be created prior to case initiation. All other subject management actions will be taken in DISS until these functionalities are deployed in NBIS.

**Q: When the new eApp deploys, will the information from the previous SF86 be present as it is today?**

A: Application pre-fill is a capability currently being worked as part of legacy data migration efforts. We expect it to be available for use sometimes in 3Q CY2022. Until its completion, there are enhanced eApp functionalities currently supporting users (e.g., automated error detection & correction, built in logic to help speed & reduce errors on the back side). As NBIS moves into the early adopter phase with Industry (limited organizations, limited users) the ability to have access to previous SF-86 forms in the PDF format will be made available on a case by case basis. The prefill capability will be available for all users in NBIS in August 2022.

**Q: Which five companies are doing the Pilot so we can connect with them to learn what it is that they are "Piloting"?**

A: NBIS currently has successfully onboarded five companies to Production environment – Raytheon, Security First & Associates, Parsons, SI2 Technology, and Deloitte. The onboarding activities involve training, building hierarchy/workflow and have the ability to initiate and submit investigative requests. The pilot users identified over 30 defect and enhancement opportunities, including valuable feedback on the NBIS user interface (UI), ability to pull the right set of data for industry, and suggestions on global settings and configurations just to name a few discovered item categories. The NBIS team is in the process of capturing, vetting and logging these items for prioritization/corrective actions in subsequent development releases. NBIS is currently coordinating the onboarding of seven additional industry partners to further assess the customer experience, capture feedback and validate onboarding processes.

**Q: When will we see more detail on the deployment plan (which capabilities deploy when; what capabilities will be lost; what will be different, etc.)?**

A: More information will be communicated as NBIS finalizes its Industry implementation plan and more capabilities are matured in the system. The team is also conducting a side-by-side crosswalk analysis of NBIS functionalities with legacy systems to ensure a smoother transition.

**Q: Can you describe for us in really simple terms what capabilities exist right now in NBIS?**

A: One of the key features of NBIS is that it is designed to be configurable, scalable and cross-functional. Many of the software and data source investments we've made in Increment I to date will directly support future requirements. Currently NBIS has fully operationalized Case Initiation, referred to as Initiation/Review/Authorize (IRA) functionality, Adjudication and various aspects of Continuous Vetting High/Low-Side to support Trusted Workforce 1.5 (TW1.5). By Nov 2022, the programs objective is to have all legacy data migrated to NBIS thus allowing organizations to begin performing Subject





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Management functionalities and expand DCSA Adjudication services. We know these are critical capabilities for Industry and will work with you to ensure the success of its deployment.

**Q: Many have this impression that NBIS is being built by the government for the government and that industry will be bolted on afterwards. Can you address specific ways that you are engaging industry in advance? What changes have you made based on industry input?**

A: NBIS is designed to be an end-to-end Personnel Vetting IT platform and agnostic to its user base and built on Agile development principles that stress flexibility and incremental delivery of capability. NBIS is designed with a "single pane of glass" concept that captures its configurability, scalability and cross-cutting functionality to all users. We will continue to engage and capture feedback as more and more users are in the system. NBIS has significantly increased its stakeholder engagement as it begins to deliver operationalized capabilities, including over 30 recurring or major stakeholder engagements in the last 6 months along, 8 of which involved industry stakeholders. One example to share is the Demo Day success, where our last session had over 800 attendees - many of whom were from Industry. Many of these engagements are not only talking about what NBIS has done, but giving a preview or roadmap of what is to come.

**Q: I read that NBIS will be deployed by region. I assume this is based on the DCSA Regions. Will NBIS be deployed to companies based on their corporate location (headquarters) or will it be deployed based on the location of each cleared field site? The reason I ask is because based on the calendar that I saw, our corporate office will be the last region being deployed. But we have facilities in all regions.**

A: Organizations will be provided notification on when to begin onboarding to NBIS based on their DCSA Regional structure designation as identified in National Industrial Security System (NISS) – Western, Central, Eastern, Mid-Atlantic, and National Access Elsewhere Security Oversight Center (NAESOC)/HQ (<https://www.dcsa.mil/mc/isd/locations/>). However, Multi-Facility Organizations (MFO) may have cleared facilities in multiple regions. If the MFO, is managed by the Corporate office, their corporate office would get onboarded first, then they will onboard their branches and divisions. Conversely, if the MFO manages their cleared facilities at each branch or division level, they would onboard as they receive their region onboarding notification. The onboarding organization should align with your organizations' process and procedures for managing users.

**Q: How will I be notified once it is my region's turn to onboard into NBIS?**

A: Notification will be provided to Industry Organizations (utilizing contact information available in NISS) no later than two weeks prior to the start of their designated region's onboarding. On the onboarding start date, initial Industry participants will also receive additional specifics and resources to guide starting the process.

**Q: How do I ensure I am notified about onboarding starting for my region?**

A: Validate your contact information and region in NISS. If your contact information is not up to date, edit this information within NISS. This will ensure the correct contact information is used when the NBIS onboarding notifications are sent.

**Follow these steps to review your contact information:**

1. Log into NISS
2. Click "-NISS External Home Page" at the top of your Dashboard
3. Scroll down to the Quick Link widget, Click "View My Facility Profile"
4. Click on the corresponding hyperlinked Facility Profile





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5. Hover over the “Facility Overview” Tab
6. Select “Contacts”
7. Update the appropriate fields (if needed)
8. Once completed, click “Save” in the upper right corner

**\*Note:** For further details, reference the “Facility Profile Update Request - Full Operational Capability (Jun. 2020)” job aid in the Knowledge Base.

**\*Reminder:** The “Last Name” and “First Name” fields for Facility Security Officer (FSO), Senior Management Official (SMO), and Insider Threat Program Senior Official (ITPSO) are intentionally greyed out and read-only because changes to this information requires a change condition package. Reference the “Reporting a Change Condition (Apr. 2021)” job aid in the Knowledge Base on how to submit a Change Condition.

### Follow these steps to validate your region:

1. Log into NISS
2. Click “-NISS External Home Page” at the top of your Dashboard
3. Scroll down to the Quick Link widget, Click “View My Facility Profile”
4. Click on the corresponding hyperlinked Facility Profile
5. Scroll down to “Oversight Team” and you will be able to see your assigned “Field Office Region Name”

*Have an NBIS Industry Onboarding Question?* Email your questions to: [dcsa.meade.dcsa.mbx.nbis-pmo@mail.mil](mailto:dcsa.meade.dcsa.mbx.nbis-pmo@mail.mil)

