



UPDATED INDUSTRY ENROLLMENT GUIDANCE JANUARY 13, 2022

ENROLLMENT INTO THE DOD CONTINUOUS VETTING (CV) PROGRAM

VRO Vetting Risk
Operations

JANUARY 2022

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



VRO Vetting Risk Operations

The Vetting Risk Operations continues to lead the effort to ensure the Industry national security population is enrolled in a compliant Continuous Vetting (CV) program.

It has been identified that there are subjects that were not enrolled post adjudication from October 2021 to present. DCSA is working to enroll the subjects and the enrollment information will populate in DISS by 1/15/22. Post adjudication enrollments after 1/15/22 may take up to 30 days from the adjudication date. If the enrollment does not occur after 30 days, please submit a CSR-Supplemental in DISS requesting enrollment into CV.

VRO will analyze the Industry CV enrollment data on a monthly basis and partner with internal and external stakeholders to ensure subjects are enrolled in CV. VRO will contact Industry partners over the next several months to review CV enrollment data and resolve any questions or issues.

The guidance below provides a step-by-step process to assist with continued CV enrollment for Industry.

INDUSTRY ENROLLMENT GUIDANCE

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, 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 Owning 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 the Subject is not enrolled into CV, please submit a new investigation request to VRO. VRO will then review the 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 from October 2021 to present. DCSA is working to enroll the subjects and the enrollment information will populate in DISS by 1/15/22. Post-adjudication CV enrollment may take up to 30 days after the case is adjudicated. If the case is not enrolled after 30 days, please submit a CSR – Supplemental requesting CV enrollment.

Q: I have individuals that were adjudicated in the 2013 to September 2021 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 August 2018?

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. For cases that were adjudicated from August 2018 to September 2021, DCSA reattempted enrollment for those cases between August 2021 and September 2021. If the individuals are not enrolled in CV, a new investigation request would be required to be submitted for CV enrollment.

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

A: VRO is analyzing CV enrollment data for Industry and working with internal DCSA stakeholders to resolve any errors. Throughout the next few months, VRO will contact companies that may require action on a subject's record for CV enrollment. PRs submitted will be reviewed by VRO and enrolled into CV. Subsequently, post adjudication enrollment into CV will occur once a scheduled investigation closes and is adjudicated by the DoD CAF.

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