



ADJUDICATIONS

Supplemental Information Request Instructions

The Defense Counterintelligence and Security Agency Adjudications Directorate is providing guidance to assist security managers in responding to a Supplemental Information Request (SIR) in the Defense Information System for Security (DISS). If your office received a request for additional information via a Supplemental Information Request (SIR), please provide the requested information or actions required.

Please follow the instructions to review the Supplemental Information Request.

1. Claim the task by clicking the “Claim” button.
2. Use Calendar to enter the Acknowledgment Date.
3. You will also need to upload an Acknowledgment of Receipt (AOR) document in the Document Details Section by clicking upload document.
4. Click “Complete”

The Task will be moved to Task-In-Process. You will now need to access the task from your task inbox to work the Supplemental Information Request.

1. Click on the Task Inbox located in the Communication Panel.
2. Task is now listed in your Assigned Tasks (Active Tasks Assigned).
3. Click on Task.
4. Review all of the Documents uploaded which will contain the details of the Supplemental Information Requested.
5. Review the Comments History (located at the bottom of the Request Details) which may contain additional details of the Supplemental Information Requested.
6. Upload any required or supporting documents in the Documents Details Section.
 - a. The Supplemental Information Request must remain open and claimed by your office until all actions and documents are completed and uploaded.

*Exception: If an electronic Questionnaire for Investigation Processing (e-QIP) is requested, the Supplemental Information Request may be closed once you upload the AOR, pending submission of the e-QIP.
 - b. Note: The DoD CAF will be able to view the documents you upload while the Supplemental Information Request is still claimed by your office.
7. Click Complete to provide your response once all requested actions have been completed.
 - a. Note: The Comment Box is a required field to complete the Supplemental Information Request.

Please ensure when responding to the Supplemental Information Request that all information, documents, and actions required are completed upon the date requested. Delays in providing responses to Supplemental Information Requests can affect processing timeliness and adjudicative determinations.

