



DEFENSE INFORMATION SYSTEM FOR SECURITY (DISS)

Deployment Update & Account Provisioning

May 29, 2018



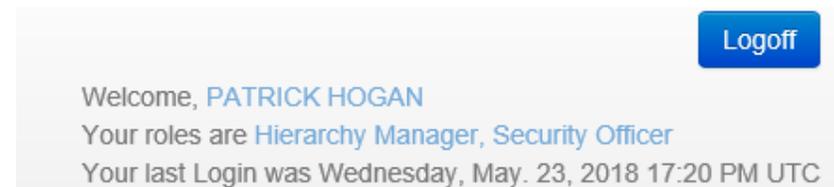
DISS Deployment Dates

- June 7, 2018 – DMDC Mass Provisioning of Industry Hierarchy Managers
- June 8, 2018 – DMDC Begins Manually Provisioning Remaining Industry Hierarchy Managers; Industry Prepares Their Security Management Offices (SMOs) for Deployment
- June 25, 2018 – DISS Deployment to Industry



June 7, 2018 – DMDC Mass Provisioning of Industry Hierarchy Managers

- JPAS users accurately identified as both active Account Managers and Key Management Personnel (KMP) in JPAS are eligible to have DISS accounts auto-provisioned.
- Eligible users will receive notification via JPAS containing registration instructions, a temporary username, and temporary password. Please note, the registration information is only valid for 30 days.
- After receiving the notification, users should navigate to [JVS](#) and register.
- Upon logging in, the user should confirm they have the right user roles (Hierarchy Manager, Security Officer) and begin exploring the system.





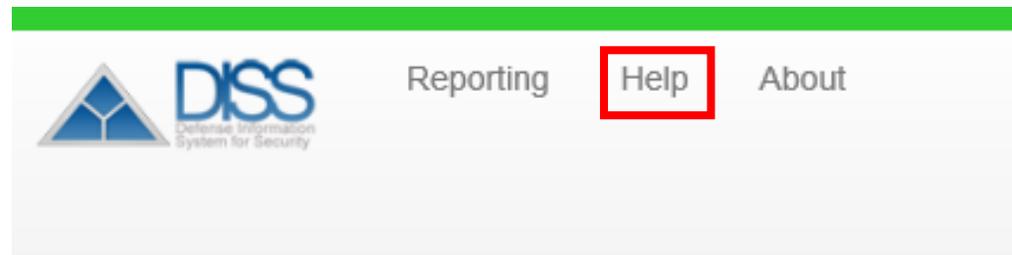
June 8, 2018 – DMDC Begins Manually Provisioning Remaining Industry Hierarchy Managers

- If you require the Hierarchy Manager role (meaning you are responsible for managing your organizational structure), but were not successfully mass provisioned (through error or ineligibility), you will need to be manually provisioned by the DMDC Contact Center. You should review the DISS account management policy found on the [DMDC DISS Website](#) and then submit the required documentation to the [DMDC Contact Center](#). This documentation should include:
 - A DISS Personnel Security System Access Request (PSSAR) (found on the above website)
 - Proof of completion of Cyber Awareness Challenge/Security Training and Personally Identifiable Information (PII) Training (acceptable training is identified in the account management policy)
 - A Letter of Appointment (requirements identified in the account management policy)
- Following approval, users will receive registration instructions/details from the DMDC Contact Center. Please note, the registration information is only valid for 30 days.



June 8, 2018 – Industry Prepares Their SMOs for Deployment

- Once you have successfully logged in as a Hierarchy Manager, you should begin two major efforts to prepare your SMO(s) for Deployment:
 - Verifying your hierarchy is accurate
 - Provisioning additional users
- Sections 3.2 and 3.3 of the JVS User Manual will be particularly helpful in walking you through the above actions. Upon logging in, you can access the JVS User Manual by selecting the “Help” link located at the top left of your screen





Verifying Your Hierarchy - Hierarchy Basics

Single Company



DISS

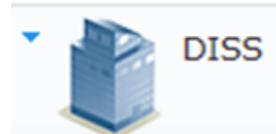


PSMO

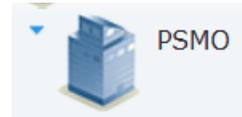


Your SMO Code

MFO Decentralized Company



DISS



PSMO



Your SMO Code



SMO Code 1



SMO Code 2



SMO Code 3

MFO Centralized Company*



DISS



PSMO



Parent



Child 1 & Parent to Grandchild



Grandchild 1



Child 2

* Please note, if you have more than 75 children/grandchildren SMOs, you won't be able to see your Hierarchy in the application, and will need to contact the [DMDC Contact Center](#) for a copy of your hierarchy.



Verifying Your Hierarchy - Corrections

- If you haven't been provisioned for the right SMO(s), and can not see your hierarchy, you'll need to contact the [DMDC Contact Center](#) and request changes to your provisioned account.
- If your hierarchy is inaccurate (missing SMOs, incorrect parent to child relationships, etc.), you need to complete a Hierarchy Change Request (HCR) form:
 -  Fill out the HCR(HCRTemplate) identifying each SMO that needs to be moved as a child and the appropriate parent to move it under
 - Please use the specific SMO Name as identified in DISS, which may be slightly different than the name in JPAS; to determine the SMO name, utilize the "Search SMO" functionality in DISS
 - Save the HCR using the following format YYYYMMDD HCR – Your Company Name (e.g. 20180529 HCR – PSMO)
 - Email the HCR to [DSS PSMO-I](#) with the Subject Line DISS HCR – Your Company Name (e.g. DISS HCR – PSMO)



Provisioning Additional Users

- Review the DISS account management policy found on the [DMDC DISS Website](#).
- Request your personnel provide you with required documentation:
 - A DISS PSSAR (found on the above website)
 - Proof of completion of Cyber Awareness Challenge/Security Training and Personally Identifiable Information (PII) Training (acceptable training is identified in the account management policy)
 - A Letter of Appointment (Only required for additional Hierarchy Managers; requirements identified in the account management policy)
- Provision user accounts for your SMO(s) as necessary; guidance is provided in section 3.2 of the JVS User Manual



June 25, 2018 – DISS Deployment to Industry

- The following activities will occur in DISS during Phase I:
 - Customer Service Request (CSR) – Replacements for RRUs
 - Following deployment, you should no longer be submitting RRUs to request actions. RRUs submitted to PSMO-I will be responded to with a message directing you to submit your request via DISS, with no action being taken on the RRU.
 - Requests for Action (RFA) – Communication from PSMO-I and/or the DoD CAF to Industry
 - Submission of SF-312s



June 25, 2018 – Communication with PSMO-I

Change in Marital Status/Cohabitation (“Scheduled” investigation only)	Submit CSR: Provide Supplemental Information
Change in Marital Status/Cohabitation with Foreign National	Submit CSR: Provide Supplemental Information
SSN Change	Submit CSR: Provide Supplemental Information
Cancel “Scheduled” Investigation (Subject No Longer Requires Access)	Submit CSR: Provide Supplemental Information
Request Adjudication on Closed Investigation (needs to move to a another DoD component for adj)	Submit CSR: Provide Supplemental Information
Reopen "Discontinued" Investigation	Submit CSR: Provide Supplemental Information
Upgrade/Downgrade Investigation	Submit CSR: Provide Supplemental Information
Request Adjudication on Closed Investigation (provided the closed investigation is over 30 days)	Submit CSR: Provide Supplemental Information (if DISS does not indicate Adjudication in progress)
LOJ with Previous Valid Eligibility	Submit CSR: Recertify
No Determination Made with Previous Valid Eligibility	Submit CSR: Recertify
Reciprocity	Submit CSR: Request Reciprocity
DSS requests a PR to be submitted but a PR is not required	Respond to RFA request from PSMO-I
Status of investigation/adjudication (outside standard timeframes)	Contact Knowledge Center at (888) 282-7682, Option #2
Change of Employment	Losing facility needs to separate in JPAS; gaining facility establishes relationship/indoctrinates in JPAS
Cancel “Scheduled” Investigation (Employment Termination)	Losing facility needs to separate in JPAS
PII Change (No Longer has DOD/Military associations)	Follow JPAS Data Correction Checklist
Erroneous DOD/Military category	Follow JPAS Data Correction Checklist

DISS

Knowledge Center

JPAS/DMDC Contact Center



June 25, 2018 – DISS Deployment to Industry

- Remember, JPAS remains the system of record for personnel security clearances
- The following activities will continue to occur in JPAS during Phase I:
 - Official system of record for clearance eligibility (DISS will mirror the information)
 - Submission of incident reports (DISS will mirror the information)
 - Visit Requests
 - Access Management
 - Subject Management