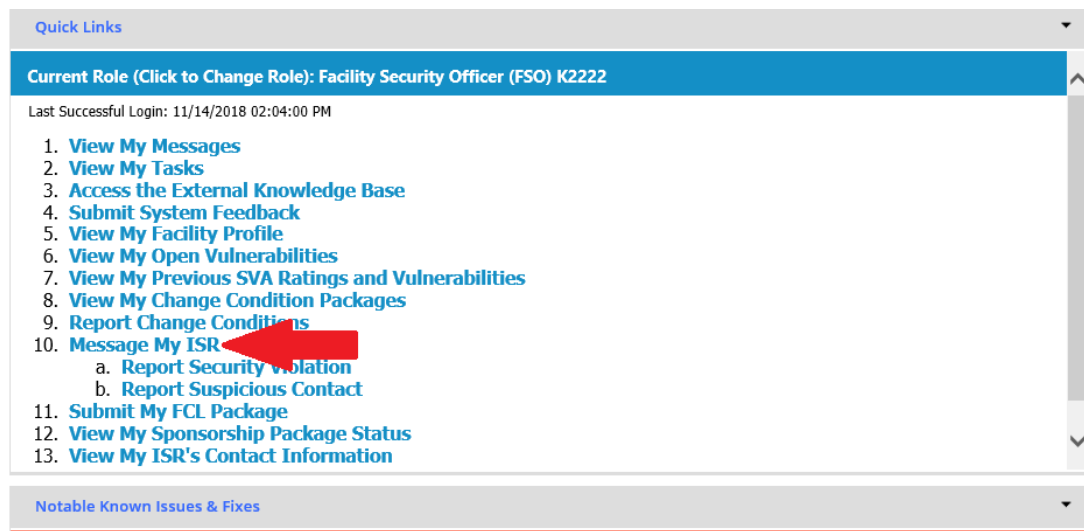


NISS Job Aid: Using NISS to Transmit Security Baselines

The Department of Defense (DoD) recently disabled the Army Aviation and Missile Research Development and Engineering Center Safe Access File Exchange (AMRDEC SAFE). Therefore, Industry needs to transmit Security Baselines via NISS. The NISS “Messaging” function enables the transmittal of files, and *all NISS messages automatically are encrypted*. This Job Aid provides NISS users with instructions on how to use NISS to send a Security Baseline.

Primary Path:

1. Log in to NISS. On the Dashboard, find the widget labeled “Quick Links.” Navigate to and select “Message My ISR.”



2. A new window will appear. Under “Message Type,” select “General.”

The screenshot shows the 'New Facility Messaging' form. The form is titled 'New Facility Messaging' and has a 'Basic Information' tab selected. The form fields are as follows:

- Sender Full Name: [Empty text box]
- Sender Role: Facility Security Officer (FSO)
- Facility Profile: K2222 - Test Record Inc. v2
- Date Sent: [Empty text box]
- Message Type: General (selected in a dropdown menu, with a red arrow pointing to it)
- Message: [Empty text area]
- Status: Message Not Sent (dropdown menu)
- Attachment 1: [Select a File button]
- Attachment 2: [Select a File button]
- Attachment 3: [Select a File button]
- Attachment 4: [Select a File button]
- Attachment 5: [Select a File button]

At the bottom right of the form, there are two buttons: 'Send Message' and 'Cancel'.

3. In the "Message" field, type your message. For example, "Please find attached my facility's security baseline, dated November 10, 2018."

New Facility Messaging

Basic Information

Sender Full Name

Sender Role
Facility Security Officer (FSO)

Facility Profile
K2222 - Test Record Inc. v2

Date Sent

Message Type
General

Message *

Status
Message Not Sent

Attachment 1
+ Select a File

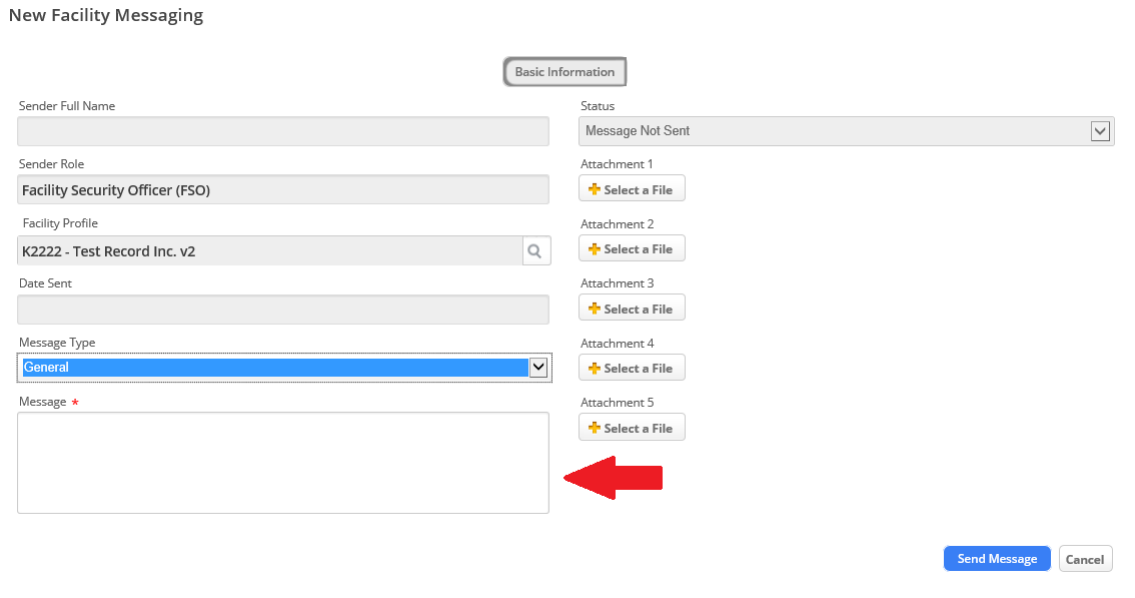
Attachment 2
+ Select a File

Attachment 3
+ Select a File

Attachment 4
+ Select a File

Attachment 5
+ Select a File

Send Message Cancel



4. On the right side, locate the "Attachment" fields.

New Facility Messaging

Basic Information

Sender Full Name

Sender Role
Facility Security Officer (FSO)

Facility Profile
K2222 - Test Record Inc. v2

Date Sent

Message Type
General

Message *

Status
Message Not Sent

Attachment 1
+ Select a File

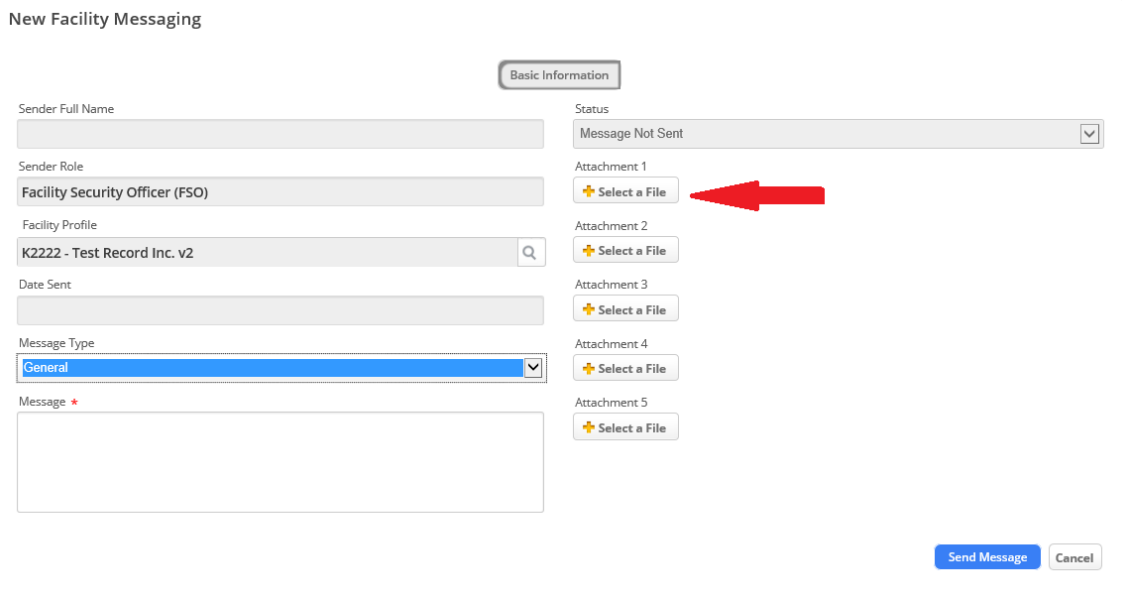
Attachment 2
+ Select a File

Attachment 3
+ Select a File

Attachment 4
+ Select a File

Attachment 5
+ Select a File

Send Message Cancel



5. Under "Attachment 1" click "Select a File" to upload your file. (Use the additional "Attachment" fields and repeat same step to upload additional files, if necessary.)

- Click "Send Message." This transmits the message, with attachment(s), to the facility's assigned DSS point of contact.

New Facility Messaging

Basic Information

Sender Full Name

Sender Role
 Facility Security Officer (FSO)

Facility Profile
 K2222 - Test Record Inc. v2

Date Sent

Message Type
 General

Message *

Status
 Message Not Sent

Attachment 1

Attachment 2

Attachment 3

Attachment 4

Attachment 5

- After sending the message, industry users can view the status of the message, such as "Read" or "Unread." (If DSS has not yet viewed the message, it displays as "Unread.")

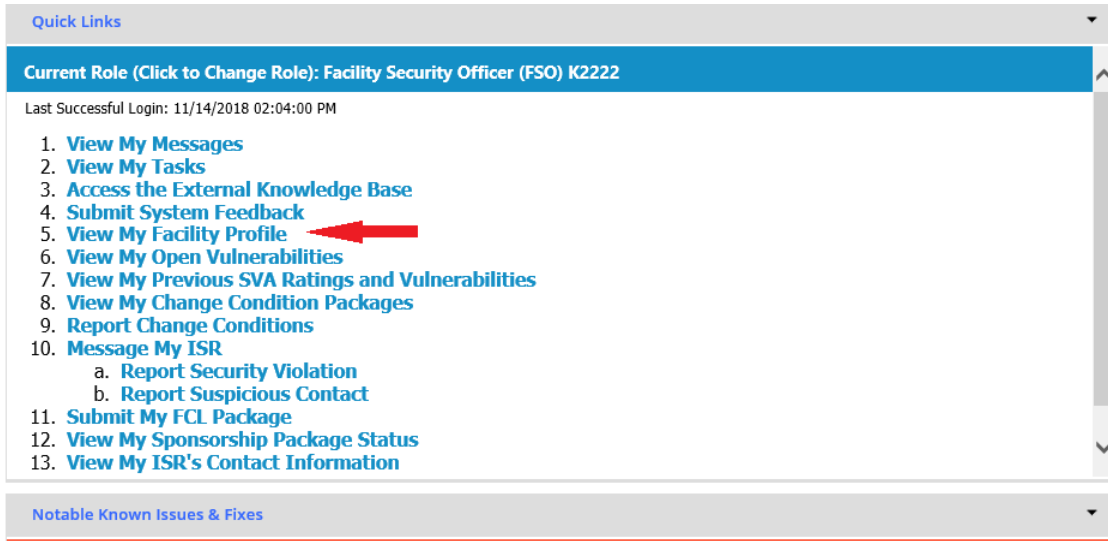
You do not have permission to update this record

FACILITY MESSAGING

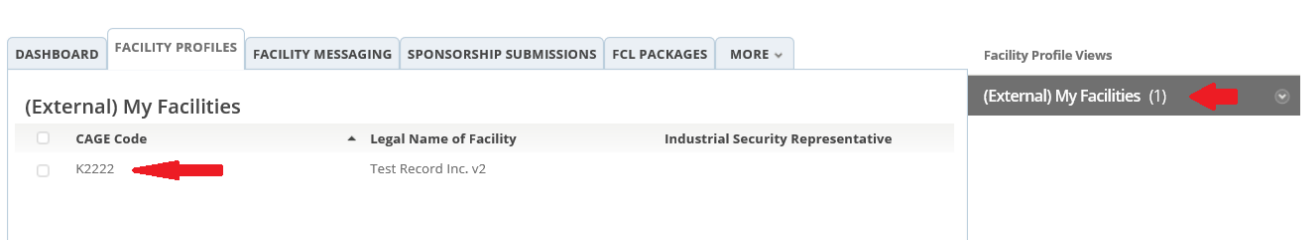
Status	Reply Status	Date Sent	Message Type	Sender Full Name	Role
Unread		11/16/2018 02:22 PM	General		Facility Security Officer (FSO)

Secondary Path:

1. Log in to NISS. On the Dashboard, find the widget labeled “Quick Links.” Navigate to and select “View My Facility Profile.”



2. On the right-hand banner, click on “(External) My Facilities,” and then click on the Facility Profile.



3. On the "Facility Profile," locate the banner of blue tabs, and hover over "Actions & Documentation."

The screenshot shows a web interface for a Facility Profile. At the top, there is a horizontal banner with five blue tabs: "Facility Overview", "Business Information", "FOCI & International", "Safeguarding", and "Actions & Documentation". A red arrow points to the "Actions & Documentation" tab. Below the tabs, the page is divided into two main sections: "Facility Information" and "Oversight Team".

Facility Information

CAGE Code	<input type="text" value="K2222"/>	Website	<input type="text" value="www.google.edu"/>
Facility Name	<input type="text" value="Test Record Inc. v2"/>	DUNS Number	<input type="text" value="0123456789"/>
Physical Address	<input type="text" value="27130 Telegraph Road - - Quantico - VA - 22134"/>		

Oversight Team

Field Office	<input type="text" value="HQ - DSS - IO"/>	Field Office Region Name	<input type="text"/>
Industrial Security Representative	<input type="text"/>	FOC	<input type="text"/>
IS Rep Email	<input type="text" value=".civ@mail.mil"/>	RAO	<input type="text"/>
IS Rep Phone	<input type="text"/>	MSU AO	<input type="text"/>
ISSP	<input type="text"/>		

4. Upon hovering over the tab, a drop-down menu will appear. On the drop-down menu, click "Messaging."

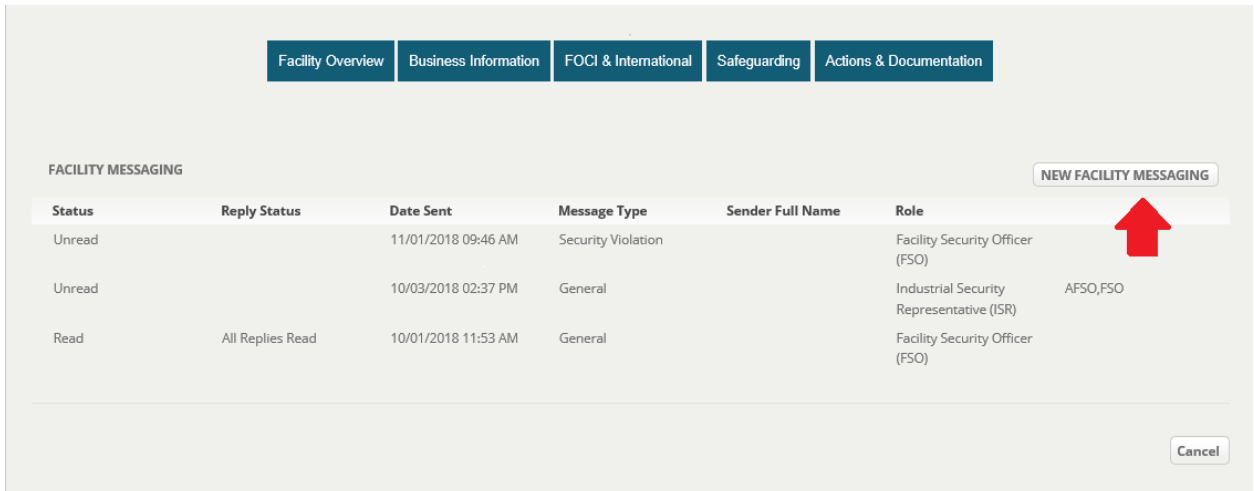
The screenshot displays a web application interface with a navigation bar at the top containing five tabs: "Facility Overview", "Business Information", "FOC & International", "Subgranting", and "Actions & Documentation". The "Actions & Documentation" tab is active, and a drop-down menu is open, listing "Actions", "Sponsorship Submissions", "Self-Inspections", and "Messaging". A red arrow points to the "Messaging" option. Below the navigation bar, the "Facility Information" section is visible, containing several input fields with the following data:

Field	Value
OSCE Code	4222
Facility Name	Test Record Inc. v2
Physical Address	27130 Telegraph Road - Quantico - VA - 22134
Website	www.google.edu
OSMC Number	0123456789

Below the "Facility Information" section, the "Oversight Team" section is visible, containing several input fields with the following data:

Field	Value
Field Office	MD-DSG-ID
Field Office Region Name	
Industrial Security Representative	RIC
IS Rep Email	
IS Rep Phone	
IS Rep	
IS Rep Email	

- Once the “Facility Messaging” table appears, click on “New Facility Messaging” at the top on the right side.

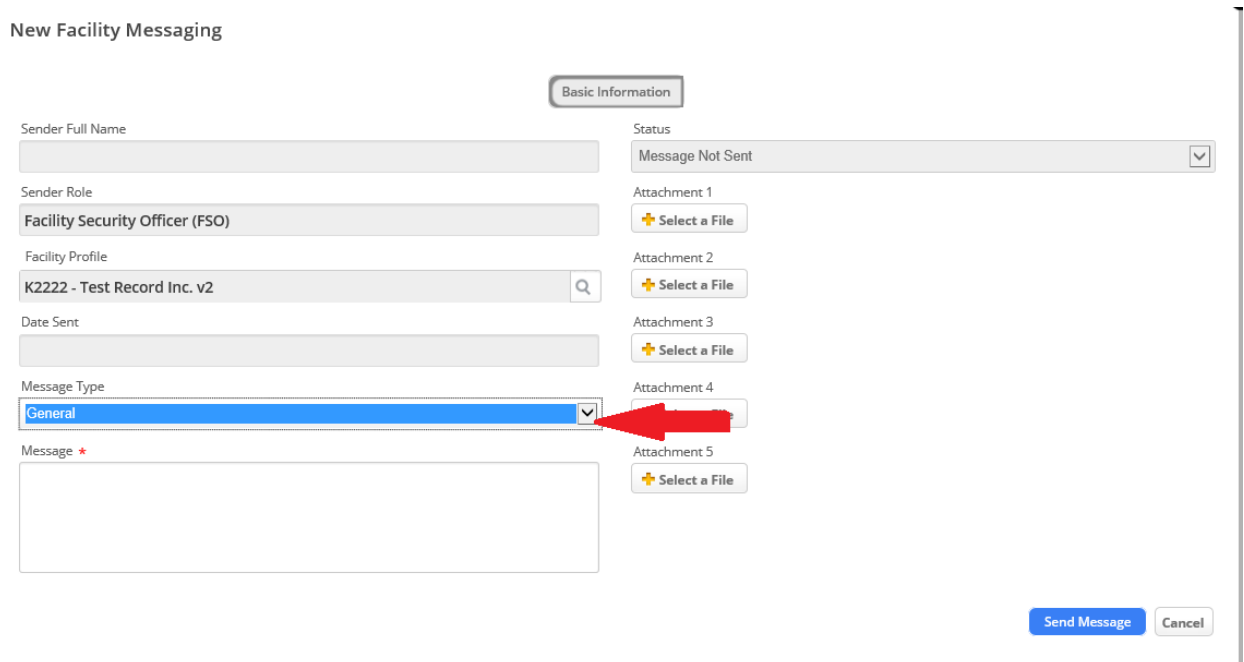


The screenshot shows a web interface with a navigation bar at the top containing tabs: Facility Overview, Business Information, FOCI & International, Safeguarding, and Actions & Documentation. Below the navigation bar is a section titled 'FACILITY MESSAGING'. On the right side of this section is a button labeled 'NEW FACILITY MESSAGING', which is highlighted with a red arrow. Below the button is a table with the following columns: Status, Reply Status, Date Sent, Message Type, Sender Full Name, and Role. The table contains three rows of data:

Status	Reply Status	Date Sent	Message Type	Sender Full Name	Role
Unread		11/01/2018 09:46 AM	Security Violation		Facility Security Officer (FSO)
Unread		10/03/2018 02:37 PM	General		Industrial Security Representative (ISR) AF50,FSO
Read	All Replies Read	10/01/2018 11:53 AM	General		Facility Security Officer (FSO)

At the bottom right of the interface is a 'Cancel' button.

- A new window will appear. Under “Message Type,” select “General.”



The screenshot shows the 'New Facility Messaging' form. The 'Basic Information' tab is active. The form contains the following fields:

- Sender Full Name: [Empty text box]
- Sender Role: Facility Security Officer (FSO)
- Facility Profile: K2222 - Test Record Inc. v2
- Date Sent: [Empty text box]
- Message Type: General (selected, highlighted with a red arrow)
- Message: [Empty text area]

On the right side of the form, there are five attachment slots, each with a '+ Select a File' button:

- Attachment 1: + Select a File
- Attachment 2: + Select a File
- Attachment 3: + Select a File
- Attachment 4: + Select a File
- Attachment 5: + Select a File

At the bottom right of the form are two buttons: 'Send Message' and 'Cancel'.

7. In the "Message" field, type your message. For example, "Please find attached my facility's security baseline, dated November 10, 2018."

New Facility Messaging

The screenshot shows the 'New Facility Messaging' form with the 'Basic Information' tab selected. The form contains several input fields: 'Sender Full Name' (empty), 'Sender Role' (Facility Security Officer (FSO)), 'Facility Profile' (K2222 - Test Record Inc. v2), 'Date Sent' (empty), 'Message Type' (General), and 'Message *' (empty). On the right side, there is a 'Status' dropdown menu (Message Not Sent) and five 'Attachment' fields (Attachment 1 to Attachment 5), each with a '+ Select a File' button. A red arrow points to the 'Message *' field. At the bottom right, there are 'Send Message' and 'Cancel' buttons.

8. On the right side, locate the "Attachment" fields.

New Facility Messaging

The screenshot shows the 'New Facility Messaging' form with the 'Basic Information' tab selected. The form contains several input fields: 'Sender Full Name' (empty), 'Sender Role' (Facility Security Officer (FSO)), 'Facility Profile' (K2222 - Test Record Inc. v2), 'Date Sent' (empty), 'Message Type' (General), and 'Message *' (empty). On the right side, there is a 'Status' dropdown menu (Message Not Sent) and five 'Attachment' fields (Attachment 1 to Attachment 5), each with a '+ Select a File' button. A red arrow points to the 'Attachment 1' field. At the bottom right, there are 'Send Message' and 'Cancel' buttons.

9. Under “Attachment 1” click “Select a File” to upload your file. (Use the additional “Attachment” fields and repeat same step to upload additional files, if necessary.)
10. Click “Send Message.” This transmits the message, with attachment(s), to the facility’s assigned DSS point of contact.

New Facility Messaging

Basic Information

Sender Full Name

Sender Role

Facility Profile

Date Sent

Message Type

Message *

Status

Attachment 1

Attachment 2

Attachment 3

Attachment 4

Attachment 5

11. After sending the message, industry users can view the status of the message, such as “Read” or “Unread.” (If DSS has not yet viewed the message, it displays as “Unread.”)

You do not have permission to update this record

Facility Overview
Business Information
FOCI & International
Safeguarding
Actions & Documentation

FACILITY MESSAGING NEW FACILITY MESSAGING

Status	Reply Status	Date Sent	Message Type	Sender Full Name	Role
Unread		11/16/2018 02:22 PM	General	Facility Security Officer	(FSO)