



Industry DISS/NBIS Updates

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NISPPAC Industry DISS/NBIS Working Group

DISS/NBIS Industry Working Groups are Sub Working Groups under the NISPPAC Systems Working Group
Chaired by Quinton Wilkes

Agenda

- DISS/NBIS Update
- DISS and NBIS Recommendations
- DISS Cleanup - SMO Name Update
- NBIS Hierarchy Cleanup
- PVQ and Survey
- Break in Access VS Break in Employment
- SEAD 3 Industrial Security Letter (ISL)/SEAD 4
- SF 312 vs Initial Security Briefing
- DCSA Security Reviews
- Security Review Guidance
- NCCS
- New Systems / Updates on the Horizon
 - DCSA Form 147
 - Continuous Vetting for Non-Sensitive Positions of Trust
 - NI2
 - TORIS - Transfer of Reciprocity Information System
- DCSA e-Voucher Process
- Joint Ventures
- Resources



DISS/NBIS Update



- **NBIS Roadmap**

- **Posted in STEPP**

- ✓ Information is more technical than operational
- ✓ Operational information will be provided after technical road map is completed
- ✓ Login to STEPP
 - Courses/Training/ NBIS/DISS/Additional Information/NBIS Roadmap

- **DISS**

- **DISS 13.29.0 Enhancements and Fixes 03/27/2025**

- ✓ Added checkbox to allow users to mark notifications as read
- ✓ Updated report list display to be in alphabetical order

- **DISS 13.28.0 Enhancements and Fixes 02/13/2025**

- ✓ Added Mass Separate Subjects
- ✓ Remove Relationship Wizard will allow users to back date the end date
- ✓ Added Security Officer, Security Officer Admin and Security Manager as roles who can update Foreign Travel status to Canceled when displaying Completed or Closed Status
- ✓ Gender fields have been updated to Sex

DISS/NBIS Update (Cont.)



- ## DISS

- February 13, 2025, DISS Release 13.28.0 implemented a change to update the Continuous Evaluation (CE) Enrollment Status interface when a subject "separates" or "reinstates."
 - ✓ If subject was separated or had a "loss of affiliation", the subject was automatically unenrolled in DISS.
 - ✓ The subject would have to be re-enrolled upon re-establishment of affiliation with a new Security Management Office (SMO) and this re-enrollment would effectively reset the "CE Enrollment Date."
 - ✓ Additional information in March 2025 VOI: [250331 VOI Newsletter.pdf](#)
 - ✓ *This action caused Industry a few issues!!!!*
- To address this issue, DCSA deployed DISS Release 13.28.2 on March 13, 2025 to remove the CE status updates to the DISS user interface introduced in DISS Release 13.28 to correct this problem.

DISS/NBIS Update (Cont.)



- DCSA is in the process of consolidating the provisioning process for an organization's **initial user** in **NBIS**, **DISS**, and/or **SWFT**.
- Under the right conditions, the initial user will be able to use one PSSAR for:
 - Requesting access in up to three systems
 - Requesting access to Multiple CAGE Codes
 - ✓ Possible only if the Nominating Official (Part 5) is a KMP for all CAGE Codes requested.
- The process is expected to be similar to the NBIS Provisioning process currently in use.
- Watch for more info on the DCSA website and in the Voice of Industry!

REMINDER:

Once the initial user has been established, that user should be setting up accounts for additional users within the organization.

DISS and NBIS Recommendations



DISS

- DISS remains the **System of Record**
- Importance of **DISS cleanup**
 - Records
 - Separate terminated employees
 - Owning vs Servicing
 - Security Management Office (SMO)
 - Remove old unused SMOs
 - Update SMO code (no JPAS levels)
 - **See DISS Cleanup slides**

- “Business as usual”
- SMO vs Organization
- [Swivel Seat actions](#)
- Email is important (WHY)
 - New Hires
 - Personnel with no access to company email

NBIS

- **Initiate investigations** from within NBIS
- NBIS has different modules – including the **NBIS Agency Portal** (Security) and **eApp** (Subjects)
- NBIS has **customizable options**
 - All Initial User accounts are set up the same, but do not have all of the configurations you’ll likely need
 - Make sure **Roles** and **User Assignments** are configured
- **New Features**
 - Form Flow
 - Ability to reset e-APP passwords
 - Identification of investigation statuses
 - NBIS Notifications
 - My Access
 - ESD Notifications


Additional Working Group documents will be posted on the [Industry NISPPAC Resource page](#) as they are made available.

DISS Cleanup - SMO Name Update



About JVS x SMO Tree x SMO Search x SMO Details x

General Information

55555-CompanyName-1 (Active) 

Parent SMO: VROC

Organization: CompanyName Type: Contracting Organization or Vendor

CAGE Code: 55555 Home Office CAGE Code:

Clearance Level: Top Secret

1. SMO Name Prefix: This will be your 5-digit Cage Code.
2. SMO Name Text: This will be your company name with a 30-character limit.
3. SMO Name Index: Will be 1, unless you have more than one SMO with this cage code.
4. If the name already exists, you can adjust the SMO Index to a higher number (e.g., 2, 3, 4).

Edit SMO x

*SMO Name Prefix: 55555

*SMO Name Text: Company Name

*SMO Name Index: 1

Complete SMO Name: 5555-Coman-1

SMO Name Character Count: 18

Save Cancel

DISS/NBIS Hierarchy Cleanup



- To ensure all Organizations are being managed by the highest Parent org under the National Industrial Security Program Contractors (NISPCON) hierarchy, the Organization Manager should consolidate Children orgs under the identified Parent org.
- Please ensure that any updates being requested in NBIS have already been completed in DISS. The Hierarchies in both DISS and NBIS must match.
- [Hierarchy Change Request \(HCR\) Job Aid](#)
 - ✓ For moves, deactivations, creations, and modifications
 - ✓ HCR Template
 - ❖ Uploaded as part of the submission
 - ❖ Complete per the HCR Job Aid instructions
 - ❖ Where to find it:
 - Attachment within the above Job Aid
 - Link from within the ESD Help Desk Request
- Submit **NBIS/DISS Hierarchy Change Requests** through ESD Help Desk
 - Tickets will be processed within five business days
 - You will receive an email when your ticket has been completed or if additional information is needed
- If you need to add an Organization, you will submit a ticket in ESD or contact the call center.

HIERARCHY CHANGE (Parent-Child)	
CHILD ORGANIZATION TO BE MOVED	NEW PARENT ORGANIZATION
55555-Organization, LLC-1	44444-Organization, LLC-1

ORGANIZATION NAME UPDATE	
CURRENT ORGANIZATION NAME	REQUESTED ORGANIZATION NAME
55556-Organization-1	55555-New Organization Name-1

NEW CHILD ORGANIZATION	
PARENT ORGANIZATION FOR NEW CHILD	REQUESTED CHILD NAME
55555-Organization, LLC-1	55555-Organization Child-1

ORGANIZATION DEACTIVATION	
ORGANIZATION TO BE DEACTIVATED	USERS AND SUBJECTS REMOVED?
55555-Organization, LLC-1	YES/NO

Personnel Vetting Questionnaire (PVQ)



NBIS Forward - Enabling the PV Mission

UNCLASSIFIED



The NBIS 18-month Modernization Roadmap and NBIS 36-Month Product Roadmap correlate and inform the KPIs and milestones set forth in the Trusted Workforce 2.0 Implementation Strategy.

NBIS 18-MONTH MIGRATION & MODERNIZATION ROADMAP

DCSA's internal roadmap illustrating the software pathway and development efforts required to digitally transform, migrate, and modernize NBIS infrastructure and applications to provide a solid, secure, enterprise-accessible foundation for NBIS product delivery.



NBIS 36-MONTH PRODUCT ROADMAP

This roadmap depicts the agile strategy for product delivery estimated in a quarterly timeline. Each product delivery will begin deployment as a minimally viable product (MVP) delivered to select recipients. Each MVP will then scale to full-scale operating capability to all applicable customers, ensuring initial full-scale working capability.



TW 2.0 IMPLEMENTATION STRATEGY: PV MODERNIZATION ROADMAP

To facilitate the realization of TW 2.0, the PAC developed the Trusted Workforce 2.0 Implementation Strategy (Strategy), which establishes a roadmap for modernizing the Government's personnel vetting mission. As TW 2.0 progresses, the Strategy will be updated to align with policy development, (NBIS) capability deployment, and implementation progress. The Key Milestones section of the TW 2.0 Quarterly Progress Update will be updated each quarter with any adjustments to the Strategy and with key progress on milestones.

MIGRATION AND MODERNIZATION

- Migrate DISS, SWFT, and Mirador to cloud and shut down DCSA's footprint in the DISA data center by end of FY25
- Shut down DCSA's footprint in the OPM data center in the Macon, GA by the end of FY25
- Migrate to and modernize BIES systems in cloud by the end of FY27
- Modernize current apps to meet user needs and reduce swivel chair activities
- Capability development focus: Development of MVPs for PVQ

UPCOMING: CUSTOMER FEEDBACK INTEGRATION AND ADOPTION

- First demonstration of PVQ MVP at the DCSA NBIS Customer Quarterly in January 2025
- Working together with Defense Digital Services (DDS) and partners within agile development sprints to ready and deploy MVPs, tested and evaluated for customer feedback



Personnel Vetting Questionnaire (PVQ)

- Trusted Workforce 2.0 reform and transition to the new three-tiered model
 - Two early adopters
 - ✓ Bureau of Alcohol, Tobacco, and Firearms (ATF)
 - ✓ National Geospatial-Intelligence Agency (NGA)
 - Projected to roll out to additional agencies later this year
 - ✓ May have swivel seat actions
 - ✓ SF86 for initial
 - ✓ PVQ for CV Update
- Standard Form-86 (SF-86), a long-used questionnaire for positions requiring security clearances, is set to be phased out after the White House Office of Management and Budget approved a new form replacing the SF-86, SF85, and other legacy forms.
- DCSA is now working on plans to integrate the PVQ into the new “eApp” web portal for background investigation applications.



For Reference Only

Part A - Mandatory for All Positions

Introduction

All questions on this form must be answered completely and truthfully in order for the United States (U.S.) Government to make trust determinations described below on a complete record.

AUTHORITY TO REQUEST THIS INFORMATION

Depending upon the purpose of your investigation, the U.S. Government is authorized to ask for this information under

- Executive Orders 9397, as amended, 10577 and 10865, 12333, and 12968, 13467, 13488, as amended; and

- Sections 3301, 3302, 7301, 9101, and 11001 of title 5, United States Code (U.S.C.);
- Sections 272b, 290a, and 2519 of title 22, U.S.C.;
- Section 1537 of title 31, U.S.C.;
- Sections 1874, 2165 and 2201 of title 42, U.S.C.;
- Section 803 of Chapter 23 of title 50, U.S.C.;
- Section 20132 of title 51, U.S.C.;
- Section 925 of Public Law 115-91;
- Parts 2, 5, 6, 731, 736, and 1400 of title 5, Code of Federal Regulations (CFR); and,
- Homeland Security Presidential Directive-12 (HSPD-12).

PURPOSE OF THIS FORM

This personnel vetting form will be used by the U.S. Government in conducting personnel vetting investigations for persons under consideration for, or retention in low risk, public trust, or national security positions as defined in 5 CFR 731 and 5 CFR 1400, as well as for individuals requiring eligibility for access to classified information under Executive Order 12958, as amended. This form may also be used by agencies in determining whether an individual performing work for, or on behalf of, the U.S. Government under a contract should be deemed fit to perform the duties and eligible for logical or physical access when duties to be performed by an employee of a contractor are equivalent to the duties performed by an employee in a low risk position, a public trust position or when the nature of the work to be performed is sensitive and could bring about an adverse effect on national security.

This form may also be used for making ongoing trust determinations associated with your suitability or fitness for Federal employment, fitness for contract employment, eligibility for access to classified information or to hold a sensitive position, or eligibility for physical and logical access to federally controlled facilities or information systems. Your responses to this form may be compared with your responses to previously completed personnel vetting forms or other employment documents.

Providing this information is voluntary. However, if you do not provide each item of requested information, we will not be able to complete your investigation, which may adversely affect your eligibility for the U.S. Government related position you hold or for which you are being considered. It is imperative that the information provided be true and accurate, to the best of your knowledge. Any information that you provide is evaluated based on its recency, seriousness, relevance to the position and duties, and consistency with all other information about you.

Withholding, misrepresenting, or falsifying information may negatively affect your employment prospects and job status, and the potential consequences include, but are not limited to, removal, debarment from Federal service, loss of eligibility for access to classified information, loss of eligibility to hold a sensitive position, loss of eligibility for physical or logical access to federally controlled facilities or information systems, or prosecution. If you are a current civilian employee of the federal government, failure to answer any questions completely and truthfully could result in an adverse personnel action against you, including loss of employment; with respect to the Psychological and Emotional Health Sections, Section 12-Drug

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Activity, Section 13-Marijuana and Cannabis Derivative Use, Section 16-Information Technology Systems, Section 17-Handling Protected Information, and Section 18-Associations, however, neither your truthful responses nor information derived from those responses will be used as evidence against you in a criminal proceeding.

Investigations conducted based on information provided on this form may be selected for anonymous studies and analyses in support of evaluating and improving the effectiveness and efficiency of the investigative and adjudicative methodologies. Investigations reviewed and all study results released to the public will delete personal identifiers such as name, Social Security Number, and date and place of birth.

Personnel Vetting Questionnaire (PVQ) (Cont.)



- New questionnaire includes several key updates to questions in the SF-86 and other forms

- PVQ first asks applicants whether they had used marijuana or derivative substance within the last 90 days before asking more detailed questions about their prior history with marijuana.

NOTE: Use of marijuana by cleared employees remains prohibited.

- Mental health updates

- ✓ PVQ continues an effort to de-stigmatize mental health treatment for individuals with a security clearance.

- Foreign connections

- ✓ PVQ requires more detailed information
- ✓ Questions about an applicant's foreign contacts to those "with whom they have feelings of affection, a romantic relationship, are bound by social, moral, financial, or legal obligations or with whom they have shared information about themselves that, if known, could be used to influence them to act against the interest of the U.S. government."

- Gender-inclusive terminology

- ✓ Unlike the SF-86 and other forms, the PVQ doesn't require the respondent to indicate "Male" or "Female."

Personnel Vetting Questionnaire (PVQ) (Cont.)



- Citizenship Verification: Enhanced Drivers Licenses (EDLs)
 - Citizenship Verification:
 - ✓ Enhanced Drivers Licenses (EDLs): State-issued enhanced drivers licenses that provide proof of identity and U.S. citizenship when crossing the U.S. border in a vehicle. Entering the United States from Canada, Mexico or the Caribbean, Bermuda, through a land or seaport of entry, in addition to serving as a permit to drive.
 - ✓ States who issue EDLs:
 - ❖ Michigan
 - ❖ Minnesota
 - ❖ New York
 - ❖ Vermont
 - ❖ Washington
 - NOTE: DCSA valid citizenship verification for a security clearance per 32 CFR117. is –
 - ✓ Birth certificate
 - ✓ US Passport
 - ✓ Naturalization Certificate

Forthcoming Value Assessment Questionnaire on eApp



- OUSD(I&S) will be sending out a Value Assessment Questionnaire on eApp (tentative timeline – June/July 2025), future questionnaire will also be sent out on DISS (TBD)
- Value assessments determine if delivered software capabilities improvements and efficiencies justify the investments
- Goal is to obtain user feedback to inform system enhancements
- Target Audience: Industry FSOs, Security Managers across the Federal Government, and recent eApp Users
- The NBIS value assessments will capture an overall rating using the following categories: **no value, low value, moderate value, high value, and exceptional value.**
- OUSD(I&S) needs email addresses for ~50 FSOs that would like to respond to the eApp Value Assessment Questionnaire. OUSD(I&S) already has the contact information for recent Industry users. (tentative target date for list – May 15, 2025)

Foundational Value Assessment Questions:

- I am satisfied with my overall experience with the new capability.
- The capability meets my expectations and requirements.
- The capability performs well in terms of speed, reliability, and responsiveness.
- The user interface is intuitive and easy to navigate.
- The capability has all the features I need.
- The capability is better than the existing tools or methods I have used in the past.
- The reporting and analytics features are sufficient for my needs.
- The capability integrates well with other tools or systems I use.
- I did not encounter any pain points or challenges while using the tool.

DCSA e-Voucher Process



- **DCSA e-Voucher Process**

- The DCSA e-Voucher process streamlines end-to-end operations for employment verification using intelligent automation. It reduces manual mailing by consolidating requests for multiple locations and verifications, saving time, postage, and paper. E-Voucher participants retrieve electronic inquiries through a secure file exchange service called DoD Secure Access File Exchange (SAFE).
- DoD SAFE allows users to
 - ✓ Securely exchange sensitive documents
 - ✓ Employers enrolled in the e-Voucher process receive detailed user instructions for DoD SAFE and technical support from DCSA.
 - ✓ DoD SAFE requires no CAC to access, is free to use, and provides instant confirmation.
 - ✓ There are currently over 65 participating entities, sending out 54,000+ employment verifications annually.

<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>CORRECT MARK:</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> </div> <div style="width: 40%; text-align: center;"> <p>MARKING INSTRUCTIONS</p> <p>• USE A NO. 2 PENCIL OR BLUE OR BLACK INK PEN ONLY. • DO NOT USE PENS WITH INK THAT SOAKS THROUGH THE PAPER. • DO NOT MAKE ANY STRAY MARKS ON THIS SHEET.</p> </div> <div style="width: 30%;"> <p>INCORRECT MARKS:</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p> </div> </div>				
<p>PLEASE COMPLETE THE ITEMS SHOWN BELOW</p>				
1	<p>IS THE INFORMATION ON THE FRONT OF THIS FORM THE SAME AS SHOWN IN YOUR RECORDS?</p> <p>a <input type="checkbox"/> YES b <input type="checkbox"/> NO (Please explain in item 6) c <input type="checkbox"/> WE HAVE NO RECORD ON THIS PERSON d <input type="checkbox"/> RECORD AT ANOTHER LOCATION (Enter address and ZIP Code in #6)</p>			
2	<p>MARK ONE OF THE FOLLOWING PERTAINING TO THIS PERSON'S EMPLOYMENT:</p> <p>a <input type="checkbox"/> SUBJECT CURRENTLY EMPLOYED HERE e <input type="checkbox"/> FIRED (Please explain in item 6)</p> <p>b <input type="checkbox"/> LEFT EMPLOYMENT VOLUNTARILY/EMPLOYMENT ENTIRELY FAVORABLE f <input type="checkbox"/> QUIT AFTER BEING TOLD THEY WOULD BE FIRED (Please explain in item 6)</p> <p>c <input type="checkbox"/> TERMINATED BECAUSE OF COMPANY CUTBACK IN WORKFORCE OR CHANGE IN SKILL NEEDS g <input type="checkbox"/> LEFT BY MUTUAL AGREEMENT FOLLOWING CHARGES OR ALLEGATIONS OF MISCONDUCT (Please explain in item 6)</p> <p>d <input type="checkbox"/> LEFT EMPLOYMENT VOLUNTARILY/EMPLOYMENT NOT ENTIRELY FAVORABLE (Please explain in item 6) h <input type="checkbox"/> LEFT BY MUTUAL AGREEMENT FOLLOWING NOTICE OF UNSATISFACTORY PERFORMANCE (Please explain in item 6)</p>			
3	<p>IS THIS PERSON ELIGIBLE FOR REHIRE?</p> <p>a <input type="checkbox"/> YES b <input type="checkbox"/> NO - DUE TO COMPANY POLICY AND/OR NOT RELATED TO UNFAVORABLE EMPLOYMENT c <input type="checkbox"/> NO - FOR REASONS RELATING TO UNFAVORABLE EMPLOYMENT (Please explain in item 6)</p>			
4	<p>DO YOU HAVE ANY REASON TO QUESTION THIS PERSON'S HONESTY OR TRUSTWORTHINESS?</p> <p>a <input type="checkbox"/> NO e <input type="checkbox"/> I DO NOT KNOW THIS PERSON WELL ENOUGH TO RESPOND</p> <p>b <input type="checkbox"/> YES (Please explain in item 6) d <input type="checkbox"/> I WISH TO DISCUSS THE ADVERSE INFORMATION I HAVE</p>			
5	<p>DO YOU HAVE ANY ADVERSE INFORMATION ABOUT THIS PERSON'S EMPLOYMENT, RESIDENCE OR ACTIVITIES CONCERNING:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>YES NO</p> <p>a <input type="checkbox"/> VIOLATIONS OF THE LAW d <input type="checkbox"/> ABUSE/ILLEGAL USE OF DRUGS f <input type="checkbox"/> GENERAL BEHAVIOR OR CONDUCT</p> <p>b <input type="checkbox"/> FINANCES e <input type="checkbox"/> MENTAL OR EMOTIONAL STABILITY g <input type="checkbox"/> OTHER MATTERS</p> <p>c <input type="checkbox"/> ABUSE OF ALCOHOL (If Yes to any of these questions, please explain in item 6)</p> </td> <td style="width: 33%; vertical-align: top;"> <p><input type="checkbox"/> I WISH TO DISCUSS THE ADVERSE INFORMATION I HAVE</p> </td> <td style="width: 33%;"></td> </tr> </table>	<p>YES NO</p> <p>a <input type="checkbox"/> VIOLATIONS OF THE LAW d <input type="checkbox"/> ABUSE/ILLEGAL USE OF DRUGS f <input type="checkbox"/> GENERAL BEHAVIOR OR CONDUCT</p> <p>b <input type="checkbox"/> FINANCES e <input type="checkbox"/> MENTAL OR EMOTIONAL STABILITY g <input type="checkbox"/> OTHER MATTERS</p> <p>c <input type="checkbox"/> ABUSE OF ALCOHOL (If Yes to any of these questions, please explain in item 6)</p>	<p><input type="checkbox"/> I WISH TO DISCUSS THE ADVERSE INFORMATION I HAVE</p>	
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6	<p><input type="checkbox"/> FILL IN THIS MARK IF RECORD IS ATTACHED</p> <p><input type="checkbox"/> IF ADDITIONAL INFORMATION IS PROVIDED BELOW, YOU MUST FILL IN THIS MARK</p> <p>ADDITIONAL INFORMATION WHICH YOU FEEL MAY HAVE A BEARING ON THIS PERSON'S ELIGIBILITY FOR EMPLOYMENT OR SECURITY CLEARANCE. THIS SPACE MAY BE USED TO PROVIDE DEROGATORY AS WELL AS POSITIVE INFORMATION, TO REQUEST CONFIDENTIALITY, AND/OR TO REQUEST A COPY OF THE CONSENT.</p>			
7	<p>DO YOU RECOMMEND THIS PERSON FOR ELIGIBILITY FOR EMPLOYMENT OR SECURITY CLEARANCE?</p> <p>a <input type="checkbox"/> YES c <input type="checkbox"/> I DON'T KNOW THIS PERSON WELL ENOUGH TO MAKE A RECOMMENDATION</p> <p>b <input type="checkbox"/> NO (Please explain in item 6)</p>			
<p>PRINT NAME:</p>				
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<p>FOR DCSA USE ONLY</p>				
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DCSA e-Voucher Program



e-Voucher Benefits

- **Paperless** - Replaces conventional mail with electronic worksheets
- **Protected Data** - Shares information securely with established POC
- **Saves Time** - Provides the ability to send multiple requests at once
- **Cost Effective** - Eliminates mailing costs and no fee to participate
- **Liaison Support** - Provides direct connection to dedicated DCSA team
- **Streamlined** - Supports remote work environment, reduces delays and duplicate requests
- **Response Rates** – Increased response rates from 30% to 70%

If interested in participating in the e-Voucher Program
please reach out to:

dcsa.boyers.dcsa.list.fire-employment-e-voucher-team@mail.mil

Or your Industry Liaisons at:

dcsa.boyers.dcsa.mbx.industry-agency-liaison@mail.mil

Break in Access VS Break in Employment

- **Eligibility does not expire...** ([2016 OUSD/I&S Memo](#))
- **Break in access** is the point when a cleared person remains employed by a contractor but no longer has a current requirement to access classified information (per 32 CFR Part 117.10(i)).
- If an employee no longer has a requirement to access classified information, remains employed by the contractor, and ***the contractor determines*** there ***is a reasonable expectation*** that the employee will require access to classified information again in the future, the contractor will complete the following actions:
 - Remove the employee's access in DISS (this is called "debrief" in DISS)
 - Maintain an affiliation with the employee's eligibility record under the contractor's Security Management Office (SMO) in DISS until a separation action is necessary
 - Ensure the employee remains enrolled in Continuous Vetting (CV), including submitting the Questionnaire for National Security Positions Standard Form 86 (SF 86) at 5-year intervals
 - Submit Security Executive Agent Directive 3 (SEAD 3) and adverse information reports from or about the employee in accordance with Industrial Security Letter (ISL) 2021-02
 - Provide the employee with annual refresher training
- If an employee no longer has a requirement to access classified information, remains employed, and the contractor determines ***there is no reasonable expectation*** that the employee will require access again while employed, the contractor will follow the process to separate the employee in DISS.



Break in Access VS Break in Employment



- **Break in employment** is the point when a cleared contractor terminates the employment of an employee with eligibility for access to classified information regardless of the reason for termination, and regardless of whether the termination was initiated by the company, the employee, or by mutual agreement (per 32 CFR Part 117.10(j)).
- When a contractor terminates the employment of an employee who is eligible for access to classified information, the contractor will complete the following actions (if not already completed):
 - Remove the employee's access in DISS (this is called "debrief" in DISS)
 - Add a separation date to the employee's profile in DISS
 - Out-process the employee's eligibility record from the SMO in DISS
 - Provide the employee with a security debriefing
- When a contractor hires an employee with current eligibility, but the **contractor has no reasonable expectation** of granting access to the employee in the future, the contractor will not establish an affiliation with the employee's eligibility record in DISS.
- When a contractor hires an employee with current eligibility and the **contractor has a reasonable expectation** of granting access to the employee in the future, the contractor may establish an affiliation with the employee's eligibility record under the contractor's SMO in DISS.
- **LINK February 2025 VOI - NEW: DISS MANAGEMENT JOB AID:** [250228 VOI Newsletter.pdf](#)

SF 312 vs Initial Security Briefing



- **SF 312**

- SF 312 is a lifetime agreement between the USG and an individual
- **Reminders:**
 - ✓ *Do not change SF312 dates within DISS.*
 - ✓ *Only the initial SF312 executed is uploaded to DISS.*

- **Initial Security Briefing**

- Contractors will advise all cleared employees of their new and/or continuing responsibilities for safeguarding classified information
- Recommend creating a separate process for documenting initial briefing

DCSA Security Reviews

- DCSA will implement the new Security Rating Process effective 01 October 2024 (Select **Future Rating Process** tab on DCSA's [Security Review & Rating Process](#) page)
- DCSA provided the most common findings (“Instances of NISP Non-Compliance”) during a Security Review (as of April 2025)

Most Common Admin Findings

- ⇒ NISPOM 117.10(a): DISS Management
- ⇒ NISPOM 117.8(c): Reporting Requirements
- ⇒ NISPOM 117.7(h): Contractor Reviews
- ⇒ NISPOM 117.18(b): Information Systems Security Program
- ⇒ NISPOM 117.12(g): Insider Threat Training

Most Common Vulnerabilities

- ⇒ NISPOM 117.15(a): General Safeguarding
- ⇒ NISPOM 117.10(a): DISS Management
- ⇒ NISPOM 117.8(c): Reporting Requirements
- ⇒ NISPOM 117.8(d): Reports of Loss, Compromise, or Suspected
- ⇒ NISPOM 117.18(b): Information Systems Security Program



Security Review Guidance



- **Some of the Administrative Findings being identified by ISRs**
 - **Formal Letter Summarizing Self-Inspection**
 - ✓ Letters are not being created
 - ✓ SMO annually certifies, in writing, that the self inspection has been completed
 - ✓ All KMPs are supposed to be provided a copy of the formal letter (briefed on results)
 - ✓ 32 CFR, §117.7(2)(i), §117.7(2)(ii), and §117.7(2)(iii)
- **Incomplete Refresher Briefing**
 - Not addressing changes in security regulations or addressing issues / concerns identified during contractor's self-inspection 32 CFR, §117.12(k)
- **SEAD 3** information availability within Annual Refresher Training and SPP
- **Insider Threat Working Group Required Trainings**
 - Not addressing all training required under 32 CFR, which differs from what was identified as mandatory when the Insider Threat Program requirement was established in 2016
 - 32 CFR, §117.12(g)(1)(iv)
 - [List of available courses in STEPP](#)
- **NAESOC**
 - If your company is under the NAESOC and you have not had a Security Review for several years, most likely you will be assigned to any ISR across the Regions, once the Security Review has been completed, you will be moved back into the NAESOC
 - Companies under the NAESOC will not have a Security Review every year but is considered in continuous monitoring by the NAESOC

Security Review Guidance



- **DCSA Security Rating Score (SRS) “Gold Standard” Criteria**
- **Highly recommend** you Review the “Gold Standard” Criteria, the Security Rating Score Tool, and Criteria – General Conformity prior to your review
- Review the “Appointed Personnel Duties Job Aid”
- Make sure your SMO and employees know what the meaning is for **“approach vector”** is for your company and the **Methods of Contact, Methods of Operation (MCMO)**
 - Approach vector is a method used to connect an adversary to facility personnel, information, networks, or technology in order to execute an operation
- **Prepare your employees for the review**
 - Give them questions they may be asked during a review
 - Some employees do not understand the questions from the ISR, let employees know if they do not understand to ask the ISR to ask the question in a way they understand

Security Review Rating Scorecard									
Facility Information									
Legal Name:									
CAGE Code:					Security Review Date:				
Complexity Tier:	Select One								
Security Review Results	Critical Vulnerabilities					0			
	Serious Vulnerabilities (Systemic)					0			
	Serious Vulnerabilities (Isolated)					0			
	Serious Security Issues					0			
	Administrative Findings					0			
General Conformity: Yes (Calculate Rating)									
Criteria Review Results	NISPOM Effectiveness		Management Support		Security Awareness		Security Community		
	NE-1	0	MS-1	0	SA-1	0	SC-1	0	
	NE-2	0	MS-2	0	SA-2	0	SC-2	0	
	NE-3	0	MS-3	0	SA-3	0	SC-3	0	
	NE-4	0	MS-4	0	SA-4	0	SC-4	0	
	NE-5	0	MS-5	0	SA-5	0	SC-5	0	
	Points	0	Points	0	Points	0	Points	0	
Security Rating Results	Starting Score								
	Criteria Review Points								
	Provisional Security Rating Score								
	Maximum Allowed Score								
	Coordinated Security Rating (Non-Conformity):								
Final Security Rating: Satisfactory									
Final Security Rating Score: 100									
NE = NISPOM Effectiveness MS = Management Support SA = Security Awareness SC = Security Community									
Security Rating Score Range									
Unsatisfactory	Marginal	Satisfactory	Commendable	Superior					
50	70	90 - 130	131 - 150	151 - 160					
TERMS AND DEFINITIONS									
A vulnerability is an identified weakness in a contractor's security program indicating NISPOM non-compliance that, based on collected evidence and supplementary controls, could be exploited to gain unauthorized access to classified information.									
Serious security issue is an FCL relevant vulnerability that without mitigation affects a facility's ability to maintain an FCL. Serious security issues may result in an invalidation or revocation.									
An administrative finding is an identified weakness in a contractor's security program indicating NISPOM non-compliance that, based on collected evidence and compensatory measures, could not be exploited to gain unauthorized access to classified information.									
General conformity is a determination that a facility is in general compliance with the basic terms of the NISPOM indicating the facility had no critical vulnerabilities, systemic vulnerabilities, or serious security issues identified during the security review.									
Provisional security rating score is the raw score prior to considering serious (isolated) vulnerabilities and the facility's complexity tier. If a facility has more serious (isolated) vulnerabilities than their complexity tier allows, the maximum allowed score is a 130 which is a satisfactory security rating. Otherwise, the maximum allowed score is 160.									

National Industrial Security Program (NISP) Contract Classification System (NCCS)



- NCCS

- System of record for DD 254s
- More customers requiring subcontractor DD254s be issued via NCCS For example (DARPA, and NAVY, are using it)
- **Highly recommend that your organization onboard before clients request due to the extended time to complete the action**

- NCCS Access requirements

- [Industry Onboarding](#) information
- Requires Contract Account Manager (CAM) appointment letter
- Requires signed SAAR with PKI or CAC for user
- Submit all CAGE codes under CAM
 - CAM will issue accounts for all users in organization

- Keep in mind:

- Industry is not responsible for loading existing DD254s into NCCS
- A Prime may only generate a Subcontractor DD254 via NCCS if issuing Agency/Service has previously issued (or loaded) the Prime DD254
- Each user is limited to three (3) roles within the system
 - ✓ Contractor Account Manager (CAM)
 - ✓ Originator
 - ✓ Reviewer
 - ✓ Certifier

- NCCS Training Materials are maintained at:

- [NCCS Training Materials \(dcsa.mil\)](https://dcsa.mil)

New Systems & Updates on the Horizon



- **DCSA Form 147 (Open Storage Approval Checklist)**
 - Form revised and pending final OMB approval
 - Revision reduces the form from 15 pages down to 7 pages
 - DCSA has not yet issued a date for implementation
 - DCSA Form 147s approved in the 15 page format will **not** need to be redone
- **Continuous Vetting for Non-Sensitive Public Trust (NSPT) Positions**
 - [DCSA News](#) - 12 August 2024
 - Phased Implementation – currently working with early adopters
 - Once implemented, CV will replace the five-year reinvestigation requirement for this population
- **NI2**
 - Platform is intended to be a consolidation of NISS and NCCS
 - Entering the Requirements phase
- **TORIS - Transfer of Reciprocity Information System**
 - New system under ODN intended to bring all of the IC online in one system
 - On the horizon within the next year or two - presently in early stages of development
 - Intent is to have an improvement in communication within the IC for transfer of trust
 - System will be located on the high side and receive data feeds from other systems

Joint Ventures (JVs)



- **Joint Venture Questions**

- Q: Is it a requirement to have a FCL for the JV when the JV partners already have the FCL?
 - ✓ **A: Depends. If the JV meets the requirements of the DTM 24-004, and both partners have an FCL at the required levels, the JV may not require an FCL. The JV will still need to provide DCSA with several documents, such as a security plan, SF-328, and a number of other documents listed in the DTM.**
- Q: Classified contract – is it a requirement to have a FCL for the JV when the JV partners already have the FCL.
 - ✓ **A: Yes, for a JV to be issued a facility clearance, or to be considered a “covered JV” under DTM 24-004, the JV would need to be awarded a classified contract.**
- Q: If JVs don't need cleared when both partners are already cleared, how is the DD254 issued, when the contract is awarded to the JV CAGE vs to the two individually cleared partners' CAGE?
 - ✓ **A: The DD254 will be issued to the JV as is standard practice. Traditionally the JV will then subcontract back to the members as needed. The DCSA oversight will occur through the managing venture as the JV will be reviewed in conjunction with the managing venture.**

Additional Resources



- NISPPAC Resources (“DISS” Tips and “Transition from DISS to NBIS” Tips)
 - <https://classmngmt.com/nisppac.php>
 - Under the Resources Tab
- Email the NISPPAC DISS/NBIS Working Groups your questions at
 - NISPPAC.Systems.WGs@gmail.com
- DCSA's CUSTOMER ENGAGEMENT TEAM HAS A NEW PHONE NUMBER
 - 878-274-1765
 - dcsa.ncr.nbis.mbx.contact-center@mail.mil
- Applicant Knowledge Center
 - 878-274-5091
 - dcsa.boyers.dcsa.mbx.applicant-knowledge-center@mail.mil
- Agency Liaison (Industry) Customer and Stakeholder Engagement
 - DCSAIndustryAgencyLiaison@mail.mil
 - To request to be added to the Customer & Stakeholder Engagement Quarterly Webinars, send email to - dcsa.boyers.dcsa.mbx.industry-agency-liaison@mail.mil
- MyAccess
 - <https://myaccess.dcsa.mil/>
 - Avoids need for Multi-factor Authentication (MFA) app or emails
 - Provides access to ESD (previously ServiceNow)
 - Status indicators for Government systems (eApp, DISS, SWFT, NBIS, etc.)
 - Portal for submission of NBIS Initial Account PSSAR
 - Submission of Service Tickets
- Security Review & Rating Process
 - [Security Review & Rating Process](#)



Questions?

Insider Threat Working Group Required Trainings



The following eLearning courses are found in [STEPP](#):

1. Establishing an Insider Threat Program for Your Organization INT122.16 (60 min)

1. One of the following:

1. Counterintelligence Awareness and Reporting for DoD Employees

CI116.16 (60 min)

2. Counterintelligence Awareness and Security Brief

CI112.16 (30 min)

1. Insider Threat Mitigation Responses

INT210.16 (60 min)

Specifically mentioned by INT122.16 course

1. Insider Threat Privacy and Civil Liberties

INT260.16 (90 min)