



## ENTERING A DETERMINATION

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**Purpose: To illustrate how to enter a determination.**

## ENTERING A DETERMINATION

### Entering a Determination Within a Case

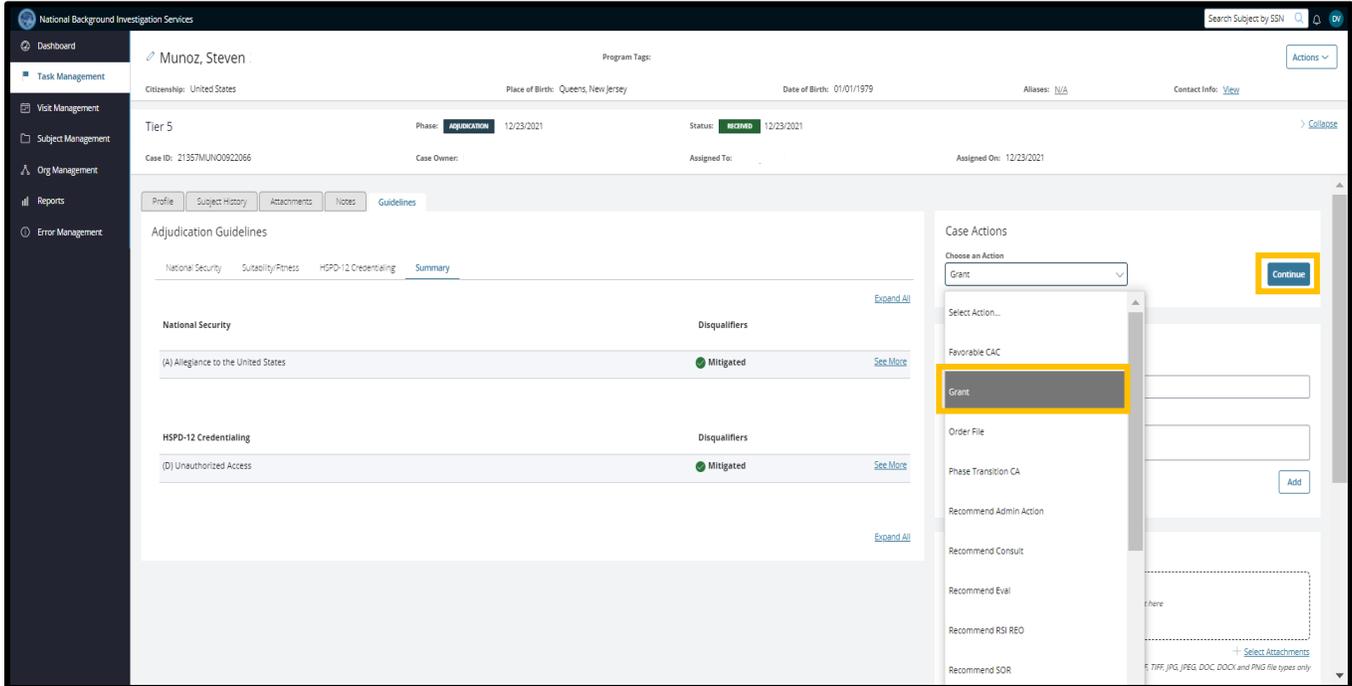
1. From the Left Navigation Menu, select **Task Management**.
2. From the Task ID column, select a **Case ID** hyperlink.

The screenshot shows the 'Task Management' interface. On the left is a navigation menu with 'Task Management' highlighted. The main area displays a table of tasks under the 'My Work' tab. A yellow box highlights the 'Task ID' column, which contains hyperlinks for each task. The table has columns for Task ID, Case Type, Status, Task Age (days), SSN (last 4), Task Assignment Date, Last Name, and Priority.

| Task ID                          | Case Type               | Status                   | Task Age (days) | SSN (last 4) | Task Assignment Date | Last Name  | Priority |
|----------------------------------|-------------------------|--------------------------|-----------------|--------------|----------------------|------------|----------|
| <a href="#">21091TWOT1503512</a> | Tier 5 Reinvestigation  | Received                 | 313             | 0002         | 11/10/21             | Two        | ---      |
| <a href="#">21095PEPS1124089</a> | Tier 5 Reinvestigation  | Received                 | 309             | 4354         | 11/10/21             | Pepsi      | ---      |
| <a href="#">21179TORR1338455</a> | Special Agreement Check | Received                 | 225             | 1234         | 11/10/21             | Torres     | ---      |
| <a href="#">21181GELL1641178</a> | Special Agreement Check | Received                 | 223             | 1234         | 11/10/21             | Gellar     | ---      |
| <a href="#">21181SHEP1621577</a> | Special Agreement Check | Received                 | 223             | 1234         | 11/10/21             | Sheppard   | ---      |
| <a href="#">21181YANG1319328</a> | Tier 3                  | SOR Response Received    | 223             | 1234         | 12/28/21             | Yang       | ---      |
| <a href="#">21153TRIB1308417</a> | Incident Report         | File Request Pending     | 224             | 1234         | 1/31/22              | Tribbianni | ---      |
| <a href="#">21312SHEP1454277</a> | Tier 3                  | Pending RSI REO Approval | 92              | 1234         | 1/31/22              | Sheppard   | ---      |
| <a href="#">21362GREY1450225</a> | Incident Report         | Pending LOD LOR Review   | 42              | 1234         | 2/1/22               | Grey       | ---      |
| <a href="#">2204ORICA0949217</a> | Tier 5                  | Received                 | 0               | 1234         | 2/9/22               | Ricardo    | ---      |

3. Users must be in the CV case to see the Case Actions tab.
4. Select **Grant** from the Case Actions drop-down.

5. Select **Continue**. This will bring up the Grant modal.

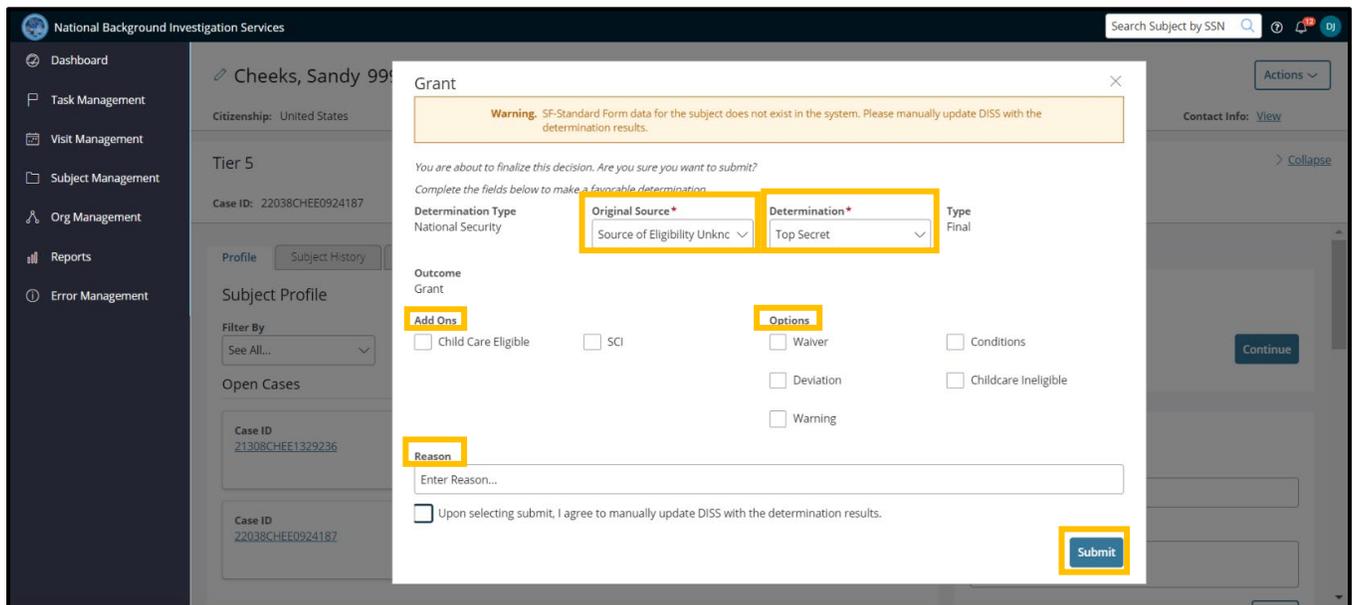


6. Complete the mandatory fields.

7. Select the appropriate boxes if the cases require **Add Ons** or **Options**.

8. Provide a justification in the **Reason** text field, if required.

9. Select the **Submit** button.



**Note:** Action names are configurable, as are the available determination, add ons, and options.

10. A green success banner will display. This indicates that the case is now closed.

National Background Investigation Services

Search Subject by SSN

Scott, Lucas Eugene O

Program Tags: Actions

Citizenship: United States Place of Birth: Charlotte, North Carolina Date of Birth: 0 Aliases: N/A Contact Info: View

Tier 5 Phase: ADJUDICATION 03/09/2022 Status: CLOSED 04/18/2022 Expand

Sue [redacted] en routed. No further actions available.

Profile Attachments Notes Guidelines

Profile

Active Case History Vetting History

Active

Filter By Current Determinations

| Type  | Determination | Determined |
|-------|---------------|------------|
| Final | Secret        | 04/18/2022 |

+ Grant Determination See more

Case Actions

Choose an Action Select Action... Continue

Add Notes

Organization\* Department of Defense Consolidated Adjudications Facility

Title Enter Title...

Notes Enter Notes...

11. Select the **Profile** tab to view the final determination.

