



ENTERING A DETERMINATION

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Entering a Determination Within a Case

Purpose: To illustrate how to enter a determination.

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Entering a Determination Within a Case

1. From the Left Navigation Menu, select Task Management.

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2. From the Task ID column, select a Case ID hyperlink.

Ø Dashboard	Task Management							Action	s 🗸
Task Management									_
📰 Visit Management	My Work My Outstanding Work	My Team's Work My Organization's 1	Work My Organizat	on's Outstanding Work	History				
Subject Management	My Work Search My Work Q								
入 Org Management								Table Settings V Table View	~
all Reports	Task ID	Case Type 🚍	Status \Xi	Task Age (days) 👳	SSN (last 4)	Task Assignment Date	= Last Name	= Priority =	
① Error Management	21091TW0T1503512	Tier 5 Reinvestigation	Received	313	0002	11/10/21	Two		
	21095PEPS1124089	Tier 5 Reinvestigation	Received	309	4354	11/10/21	Pepsi		
	21179TORR1338455	Special Agreement Check	Received	225	1234	11/10/21	Torres		
	21181GELL1641178	Special Agreement Check	Received	223	1234	11/10/21	Gellar		
	21181SHEP1621577	Special Agreement Check	Received	223	1234	11/10/21	Sheppard		
	21181YANG1319328	Tier 3	SOR Response Received	223	1234	12/28/21	Yang		
	21153TRIB1308417	Incident Report	File Request Pending	224	1234	1/31/22	Tribbianni		
	21312SHEP1454277	Tier 3	Pending RSI REO Approval	92	1234	1/31/22	Sheppard		
	21362GREY1450225	Incident Report	Pending LOD LOR Review	42	1234	2/1/22	Grey		
	22040RICA0949217	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.

National Background Inve	stigation Services					Search Subject by SSN Q Q
Ø Dashboard	Munoz, Steven	Program Tags:				Actions ~
Task Management	Citizenship: United States	Place of Birth: Queens, New Jersey	Date of Birth: 01/0	01/1979	Aliases: N/A	Contact Info: View
Visit Management	Tier 5	Phase: Adjubication 12/23/2021	Status: RCENID 12/23/2021			> Collapse
Subject Management	Case ID: 21357MUNO0922066	Case Owner:	Assigned To:		Assigned On: 12/23/2021	
A Org Management						
ill Reports	Profile Subject History Attachments Notes Guide	lines				_
 Error Management 	Adjudication Guidelines				Case Actions	
	National Security Suitability/Fitness HSPD-12 Credentialing	Summary			Grant 🗸	Continue
	National Security		Disqualifiers	Expand All	Select Action	
				Con Marco	Favorable CAC	
	(A) Allegiance to the United States		Mitigated	See More	Grant	
					UIDIN	
	HSPD-12 Credentialing		Disqualifiers		Order File	
	(D) Unauthorized Access		Mitigated	See More	Phase Transition CA	Add
					Recommend Admin Action	
				Expand All	Recommend Consult	
					Deserves of Carl	
					Recommend Eval	there
					Recommend RSI REO	+ Select Attachments
					Recommend SOR	5, TIFF, JPG, JPEG, DOC, DOCX and PNG file types only

- 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.

	National Background Inve	stigation Services					Search	Subject by SSN	0 🖓	DJ
()	Dashboard		Grant				×		Actions ~	Ţ
	Task Management	Citizenship: United States	Warning. SF-Stand	Warning: SF-Standard Form data for the subject does not exist in the system. Please manually update DISS with the						
	Visit Management		determin	determination results.						
D	Subject Management	Tier 5	You are about to finalize this decision Complete the fields below to make	You are about to finalize this decision. Are you sure you want to submit? Complete the fields below to make a favorable determination						
	Org Management	Case ID: 22038CHEE0924187	Determination Type National Security	Original Source \star Source of Eligibility Unknc \checkmark	Determination * Top Secret	Type Final				4
18	Reports	Profile Subject History	Outcome			•				
	Error Management	Subject Profile	Grant							
		Filter By See All	Child Care Eligible	SCI	Waiver	Conditions		C	ontinue	
		Open Cases			Deviation	Childcare Ineligible				
		Case ID			Warning					
		21300CFICE1329230	Reason				_			
			Enter Reason							
		Case ID 22038CHEE0924187	Upon selecting submit, I agr	ee to manually update DISS with th	e determination results.	Subi	nit			
			a					1	_	-

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.

Rational Background Investigation Services								
② Dashboard	Scott, Lucas Eugene 0	Program T	ags:	Actions ~				
Task Management	Citizenship: United States	Place of Birth: Charlotte, No	orth Carolina Date of Birth: 0	Aliases: N/A Contact Info: View				
📅 Visit Management	Tior 5	Phase: ADJUDICATION 03/09/2022	Status: cusen 04/18/2022	✓ Expand				
Subject Management			le further actions available					
术 Org Management	Profile Attachments Notes	Guidelines	o further actions availat.					
Osystem Settings	Drofile	Guidennes		Core Actions				
📲 Reports	Active Case History Vetting H	listory		Chose an Action Continue				
	Active							
	Filter By Current Determinations			Add Notes				
	Determinations		+ Grant Determination	Organization * Department of Defense Consolidated Adjudications Facility				
	Type Deter Final Secret	mination Determined : 04/18/2022	See more	Tide Enter Title				
				Notes Enter Notes				

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

