



MANUALLY RECORD AN INVESTIGATION & DETERMINATION

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Purpose: To demonstrate how to manually record an investigation on a subject's profile.

MANUALLY RECORD AN INVESTIGATION & DETERMINATION

How to Manually Record an Investigation on a Subject's Profile

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

Note: Record Investigation & Determination can be done either within the context of a case, or within the subject worksheet/profile.

National Background Investigation Services

Search Subject by SSN

Dashboard

Task Management

Visit Management

Subject Management

Org Management

Reports

Error Management

My Work

My Outstanding Work

My Team's Work

My Organization's Work

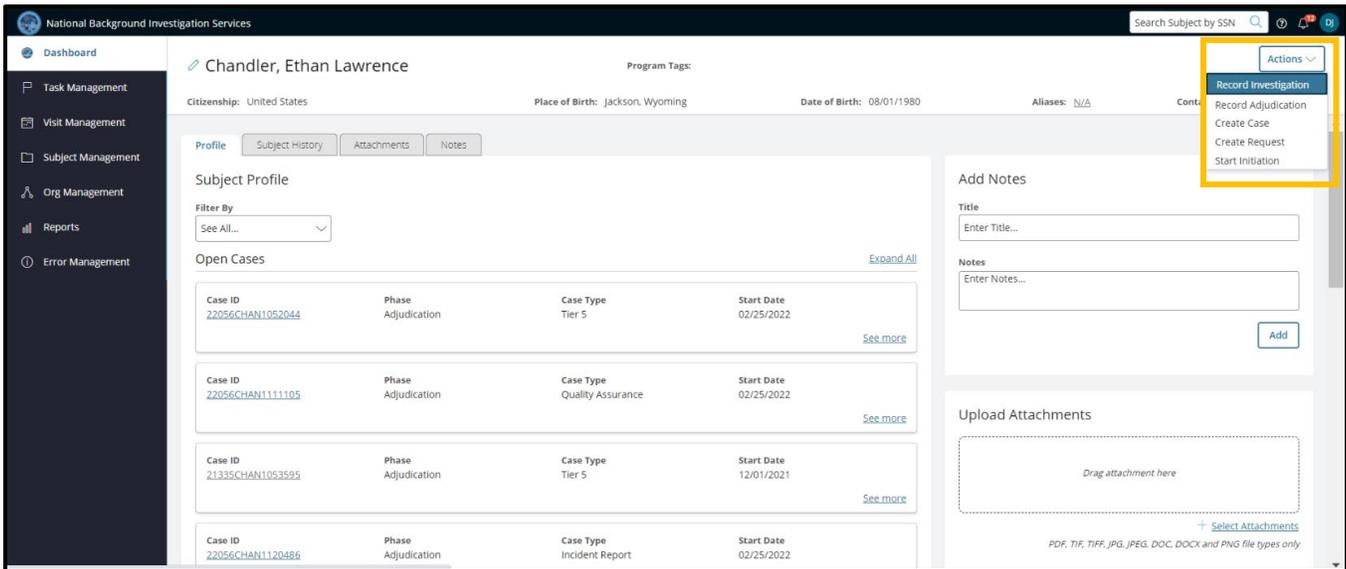
My Organization's Outstanding Work

History

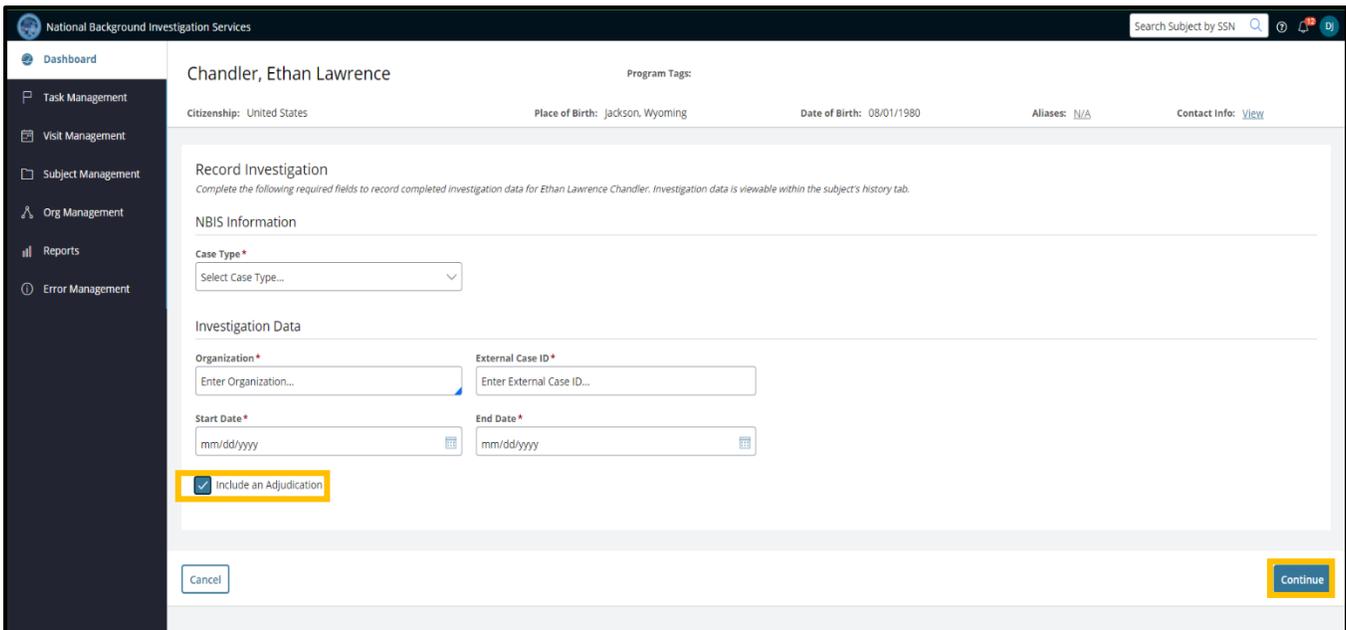
Search My Work

Task ID	Case Type	Status	Task Age (days)	Urgency	Task Assignment Date	Last Name	Priority
21162BAIL1619055	Eligibility Upgrade Request	OGC Review	261	10	2/2/22	BaileyM	---
21334GREE1232549	Incident Report	OGC Review	89	10	2/2/22	Greene	---
21334GELL1221133	Incident Report	OGC Review	89	10	2/2/22	Geller	---
20357MADD0630563	Tier 5 Reinvestigation	OGC Review	433	10	2/2/22	Madden	---
21091DAH11544137	Incident Report	OGC Review	332	10	2/2/22	Dahmer	---
22039CHEE1051129	Tier 3	Received	19	10	2/8/22	Cheeks	---
22038CHEE0924187	Tier 5	Awaiting Eval ADR	21	10	2/9/22	Cheeks	---
22056CHAN1052044	Tier 5	Received	2	10	2/25/22	Chandler	---

3. Select the **Actions** drop-down from the Case Worksheet.
4. Select **Record Investigation**.



5. Complete the mandatory fields.
6. Select the **Include an Adjudication** checkbox if it is a prior investigation tied to an Adjudication case. Otherwise, the user is not required to select this checkbox and the **user can skip to step 10**.
7. Select **Continue**.



Note: Users should only select **Include an Adjudication** if recording historical adjudicative data. **Do not select it to take action on a current adjudication case.** The user is not required to include an adjudication at the same time an investigation is being recorded. Since they are stand-alone processes, they can be completed separately.

8. A green success banner will display.

9. Complete the required fields under Adjudication Data to add the Determination.

10. Select **Submit**.

National Background Investigation Services

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Task Management

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Subject Management

Org Management

Reports

Error Management

Chandler, Ethan Lawrence

Program Tags:

Citizenship: United States Place of Birth: Jackson, Wyoming Date of Birth: 08/01/1980 Aliases: N/A Contact Info: [View](#)

Success. New data has been added to Ethan Lawrence Chandler.

Case ID: 22059CHAN0956595 - Tier 3

Adjudication Data

Organization *
Department of Defense Consolidated Adjudications Fac

External Case ID
6789

Determination Type *
National Security

Determination Result
 Favorable/Administrative
 Unfavorable

Outcome *
Select Outcome...

Adjudication Date *
mm/dd/yyyy

Cancel Back Submit

11. A green success banner will display.

12. Select **Close** to return to the subject's worksheet.

National Background Investigation Services

Search Subject by SSN

Dashboard

Task Management

Visit Management

Subject Management

Org Management

Reports

Error Management

Chandler, Ethan Lawrence

Program Tags:

Citizenship: United States Place of Birth: Jackson, Wyoming Date of Birth: 08/01/1980 Aliases: N/A Contact Info: [View](#)

Success. New data has been added to Ethan Lawrence Chandler.

Record Adjudication

Complete the following required fields to record adjudication data for Ethan Lawrence Chandler. Adjudication data is viewable within the subject's history tab.

NBIS Information

Case ID
22059CHAN0956595 - Tier 3

Adjudication Data

Organization
Department of Defense Consolidated Adjudications Facility

External Case ID
6789

Determination Type
National Security

Determination Result
Favorable/Administrative

Outcome
Grant

Determination
Secret

Type
Final

Add Ons
 Child Care Eligible

Adjudication Date
02/29/2022

Close

