DCSA INITIATION, REVIEW, AND AUTHORIZE FREQUENTLY ASKED QUESTIONS

v. 08-May-2023

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

Contents

Subject Profiles

Will agencies have to manually establish subject profiles for each of their people or is that information going to be migrated?

Subjects will need to be manually created either one at a time or via mass initiation/affiliation.

When is the migration capability expected to be widely available to onboarding and onboarded agencies?

Subject profiles can be migrated using the initiation/affiliation capability. The capability exists today.

Is there a resolution path for agencies to be able to fix records migrated incorrectly?

Subject profile editor and subject manager roles.

Will there be a process for agencies with large populations to be able to bulk load subject profiles? If so, when would that be available widely?

Yes, after Agencies are onboarded into NBIS.

Can you enter multiple emails, separated by semi-colon?

No, not at this time.

Will Foreign Nationals be filling out this form for MRPTs?

They would still fill out the SF85 through eAPP.

What if a Subject is not a US citizen and does not have an SSN?

For anyone that needs to be created in NBIS without an SSN, you would use an identifying number, such as their DoD EIN on the back of PIV's. Same as what you currently use in DISS.

Are they going to create a new OF-306 with a Marital Status question?

No, there is the unknown option in NBIS when creating a subject.

How do we migrate subjects from other agencies?

If a subject leaves one organization and had a profile in NBIS under that organization; that original organization will remove affiliation with the subject and when he/she arrives at your organization, you will add affiliation. If the subject transfers and was not previously entered in NBIS, you will create a new subject.

Initiation

Do all initiators have to go through the training IRA from webinar?

It is recommended that those conducting case initiations take advantage of the IRA Webinar as well as other training resources available

Are individuals going to be able to see a copy of their legacy form when they fill out eApp? If so, when will that be available? Will it be available for all form types?

Individuals will not be able to see their old form, but once they are migrated, they will have their forms pre-filled similar to eQIP. "Pre-fill" is in final development and data is to be migrated from eQIP.

If an eApp submission is rejected when being submitted to the legacy system for an investigation, can it be updated or does the person have to start over from scratch? How will agencies be notified in NBIS about this?

If an eApp submission is rejected, the user will see a pre-filled application, but have to re-answer some questions very similar to how eQIP works

Will non-DCSA ISPs be able to use eApp to interact with the individual and also get the output for use in their investigations as it currently available with eQIP?

Yes.

Will agencies be able to see if a case initiated from NBIS has been scheduled by the legacy system in NBIS?

Yes.

When will NBIS support the split NAC for non-DCSA ISPs?

When the investigation capability is deployed for DCSA BI mission area.

Will agencies need to manually perform validate need process to include the cross-domain check of scattered castles (SC)?

No, you will have to log in to SC separately.

While initiating someone in eAPP, an incorrect email address was put in, do we have to initiate a whole new case/request?

No. Once the e-mail gets corrected, the FSO/subject manager will need to reset their password. This will generate an email

How do we reset someone's password?

To reset an eAPP password, under the user's subject profile you will go to the "Actions" drop down box and select "Reset eAPP Password"

How many days does the subject has to complete the eAPP and will their account get terminated?

Count down timers will not change from eQIP. Current eQIP limitations are 30 days to log in. The org can specify a shorter time period in NBIS if they desire before it automatically terminates.

When will investigation and access information be available on subject profiles?

Once determination comes from adjudications, it will populate on subj profile. After that, you are able to update access.

Do investigations in eQIP, but not released to the ISP need to be redone/reinitiated in NBIS?

If it is currently in progress, and all the migration is happening using SON/SOI, they are trying to migrate all that info into NBIS. If there is an investigation in flight, the system could absorb it, but it also may not. The developers are currently working on making that happen.

Is it possible for agencies to modify the tasking emails that are auto-sent to individuals when initiated?

Not at the moment, this has been a request and ongoing discussions are occurring.

Review

Will the FSO be notified that the application has been submitted?

The case will be assigned to them in their task inbox.

When an FSO needs to reject the application in order for subject to revise a section, will the subject need to go through the entire application to reaffirm the yes and no questions for the entire application as is the case now?

Yes, this is a policy requirement.

After I send a case back to the applicant for correction, how do I track it in NBIS?

Review your Task Management section. The case should be assigned to you until released, at which point it will continue to appear in the My Work tab. You may also add in a search by case status – what is the status for pending re-review by subject?

Authorize

Will NBIS show interim eligibility?

Right now in DISS it only shows TS or Secret, not interim TS or interim S, and you have to go look at adjudication. However, NBIS will show interim determinations.

Do all prior adjudication requests (i.e. derogatory files like RFA, SOR, IR, etc.) stay in history for the unit to see?

Yes.

Will eApp/NBIS support the validate need process similar to eQIP?

Once all data is migrated, the validate need process will be inherent.

The system recommends the routing details to DCSA for investigation for most of my cases. I only had a few cases that were recommend for CV. Is this normal?

Recommendation for CV enrollment (or continued enrollment) would occur for T5Rs and T3Rs, so it depends on what types of cases you initiating in NBIS.

Canceling cases

If initiated cases are cancelled when a person is removed from an org (transfers to another command), what happens if they needed that initiated case to go to the new command? (Updated or upgraded clearance eligibility, etc.)

Only if the case is still in the submission phases will it be cancelled. If the case is already received or scheduled with BI, it will continue as long as they have an affiliation.