

NBIS CONSOLIDATED JOB AIDS

Volume 2 v1

Abstract This is a compilation of the NBIS application job aids.

DCSA dcsa.quantico.nbis.mbx.training@mail.mil



Table of Contents

SUBJECT MANGEMENT	
HOW TO ADD ATTACHMENTS TO A SUBJECT'S PROFILE	4
HOW TO LOCATE AN EXISTING SUBJECT	6
GLOBAL SEARCH BAR	6
ADVANCED SUBJECT SEARCH	6
HOW TO CREATE A NEW SUBJECT	9
HOW TO REVIEW A SUBJECT'S WORKSHEET	
NAVIGATE TO THE SUBJECT'S WORKSHEET	
ACCESS THE SUBJECT BANNER	
ACCESS SUBJECT WORKSHEET TABS	
ACCESS ACTION CARDS	
HOW TO VIEW AND EDIT A SUBJECT'S PII	
HOW TO INITIATE A CASE REQUEST	22
INITIATE A CASE REQUEST	22
MASS INITIATION PROCESS	23
HOW TO REVIEW A CASE REQUEST	
COMPLETE POSITION DETAILS AND OPTIONAL COVERAGE	
HOW TO RESET A SUBJECT'S eAPP PASSWORD	40
HOW TO ADD ATTACHMENTS TO A SUBJECT'S PROFILE	41
TASK MANAGEMENT	43
UNDERSTANDING TASK MANAGEMENT TABS	43
HOW TO CONFIGURE TASK MANAGEMENT DISPLAY	
CUSTOMIZE TABLE LAYOUT	
SORT AND FILTER COLUMNS	
HOW TO REASSIGN TASKS	46
USER MANAGEMENT	
HOW TO RESET A USER	
HOW TO EDIT PERSONAL USER INFORMATION	52
EDIT USER PII	52





EDIT USER PERSONA INFORMATION
HOW TO DISABLE OR ENABLE USER PERSONAS
DISABLE A PERSONA
ENABLE A PERSONA
HOW TO CREATE A USER LEVEL
HOW TO ADD AN ORGANIZATION TO AN EXISTING USER PERSONA
HOW TO MANAGE A TEAM
ADD A TEAM TO AN ORGANIZATION
ADD USERS TO A TEAM
EDIT A TEAM
DELETE A TEAM
UNDERSTAND USER ROLES
HOW TO ACCESS USER ROLE DESCRIPTIONS
REVIEW USER ROLE DESCRIPTIONS
HOW TO ADD A USER TO THE NBIS SYSTEM
HOW TO GRANT ACCESS
HOW TO ADD A USER AND USER PERSONA
HOW TO VIEW USER PROFILES
HOW TO CREATE AND VIEW A USER ASSIGNMENT TEMPLATE
CREATE A USER ASSIGNMENT TEMPLATE
VIEW A USER ASSIGNMENT TEMPLATE
HOW TO EDIT, DISABLE, OR DELETE USER ASSIGNMENT TEMPLATES
HOW TO ADD A USER ASSIGNMENT TEMPLATE TO A USER
Acronyms and Definitions



VERSION CONTROL/CHANGE LOG

Version 1	Jan 10, 2022	Created	Partial fail fail fail fail fail fail fail f

SUBJECT MANGEMENT

OBAID

HOW TO ADD ATTACHMENTS TO A SUBJECT'S PROFILE

Users with the Subject Manager, Authorizer, Reviewer, Initiator, Mass Initiator, Screener, Subject Profile Editor, Subject Viewer and Facility Security Officer (FSO) roles can access the Attachments section in a Subject's case. Users can add, manage, and upload attachments associated with the Subject's profile. New attachments will appear near the top of the Attachments tab list in the Subject's Worksheet.

- 1. From the Subject Management tab, search for the Subject's SSN and open the Subject's Worksheet. Locate the "**Upload Attachments**" box on the right-hand side of the screen.
- 2. Drag an attachment into the "Drag Attachment Here" box or select the "Select Attachments" hyperlink below the "Upload Attachments" box.
- 3. Browse for and add the attachment. Enter the Organization, document name, and category for the document.
- 4. Select Upload.
- 5. A green success banner will appear when the attachment has been uploaded. To view the new attachment, navigate to the Attachment tab in the Subject Worksheet. Select the "Attachment Name" hyperlink. Note: If the attachment does not immediately appear in the list, select "Clear Filter."

Drag attachment here Drag attachment here Drag attachment here + Select Attachments PDF, TJF, TJFF, JPG, JPEG, DOC, DOCX and PINS file types only PDF, TJF, TJFF, JPG, PDF, TJFF, JPG, PDF, TJFF, PDF, PDF, TJFF, PDF, PDF, PDF, TJFF, PDF, PDF, PDF, TJFF, PDF, PDF, PDF, PDF, PDF, PDF, PDF, P	
+ set	
	lect Attachme
Organization *	
No attachments added. Select Organization	
3 NBIS_Create User_Sample Upload	
Upload Name*	
NBIS_Create User_Sample U	
Category *	

Steps 1-4



Step 5

itizen	ship: United States	Place o	of Birth:	Date of Birth	: 03/02/2
		5	Success. Attachment a	dded.	
Profil	Subject History Attach	Notes			
Case		Apply X <u>Clear Filter</u>			
	Name	Category	Case #	Upload Date	Actio



HOW TO LOCATE AN EXISTING SUBJECT

OB AID

There are two ways to locate an existing subject in NBIS. First is searching for an existing subject using the Global Search Bar and second is via the Advanced Search Hyperlink.

GLOBAL SEARCH BAR

Users with the Subject Manager, Authorizer, Reviewer, Initiator, Mass Initiator, Screener, Subject Profile Editor, Subject Viewer, and Facility Security Officer (FSO) roles can access Subject Profiles in their organization. Prior to initiating a case request requires searching for a Subject using their SSN. Below is the 5-step process to locate an existing Subject using the Global Search Bar.

- 1. From initial login, select **Subject Management** to see a list of all existing Subjects.
- a. To modify the data fields that populate for all existing subjects, click Table Settings on the upper right-hand side of the table. Select **Fields** from the drop-down menu and check the boxes for the data fields you wish to display (e.g., Place of Birth, Email, Organization, etc.).
- 2. (Option 1) In the upper right-hand corner of the Dashboard, type the Subject's SSN into the **Global Search Bar** and select the magnifying glass to search for the Subject.
- (Option 2) On the left-hand side of the Subject Management screen, type in the "Search on All Fields" text box to search for existing Subjects by SSN, email, first/last name, organization, or other value.
- 4. (Option 2) Select the box "Include Subjects in My Hierarchy" to search Subjects in your specific organization.
- 5. If a Subject exists search results appear in **My Subject List**. Select the Subject's SSN hyperlink to open the Subject's profile.

ADVANCED SUBJECT SEARCH

Below is the 4-step process to search for a Subject using the Advanced Search hyperlink. If a Subject does not yet exist, users will need to follow the steps to create the Subject before initiating a case request. Some of the Advanced Search Field options include SSN, email, first or last name, and organization.

- 1. From initial login, select **Subject Management** and navigate to and select the Advanced Search hyperlink located below "Search on All Fields."
- 2. Select the specific **Search Field** from the drop-down menu to choose the field. Enter the information for the search field.
- 3. Select Submit.
- 4. If a Subject exists search results appear in **My Subject List**. Select the Subject's SSN hyperlink to open the Subject's profile.



Global Search Bar (Steps 1-5)

	0	National Background Inv	vestiga	tion Services									2	Search Subject by SSN 🔍 🕻
	0	Dashboard	s	ubject N	lanagement									
		Task Management												
		Visit Management		My Subje	ect List									\land Actions \lor
1	h	Subject Management	۱,	Subjects in your organization are listed below. To include all subjects in your hierarchy, select the checkbox. Select the Advanced Search link to specify fields to search for. Search										
	٨	Org Management	3		Search on All Fields									
	٥	Order Form Library	Γ	Advanced Se Total Results		_								
	0	System Settings												Table Settings \checkmark Table View \checkmark
	al	Reports		SSN	Last Name	Ŧ	First Name	0	Citizenship 📃	Organization	<u>Ŧ</u>	Determination	7	Determination Status $\overline{\mp}$
		Error Management	5	<u>987-65-</u> <u>4363</u>	Benzoate		Sodium	ι		Department of Security Managers 2/1005Q		Secret		Active
				<u>987-65-</u> 4361	Juice		Orange	ι		Department of Security Managers 1/1005P		Top Secret		Active

Advanced Subject Search (Steps 1-3)

Ø	Dashboard	Subject Management	
Р	Task Management		
Ē	Visit Management	My Subject List Advanced Search	ctions \checkmark
)	Subject Management	Subjects in your organization are listed Select the search field and enter the corresponding search text in the fields below. Select Add Search Search (riteria to add an additional search criteria. Select Submit to display results.	earch IOF.
አ		Search on All Fields Include Subjects in My Hierarchy Search Field* Last Name	
۵	Order Form Library	1 Advanced Search 2 Last Name Total Results: 421 1	
ø	System Settings	2 + Add Search Criteria Clear All	<u>ble View</u> ~
al	Reports	SSN Last Name = First Name =	atus \Xi
0	Error Management	4360 Sample Subject	
		Cancel	



Advanced Subject Search (Step 4)

6	National Background Invest	igation Services											Search Subject by SSN 🔍 📮
Ø	Dashboard	Subject N	lanagemen	t									
Р	Task Management												
	Visit Management	My Subj	ect List										\land Actions \lor
	Subject Management	Subjects in y Search	our organization are li	isted be	low. To include all subje	ects in	n your hierarchy, select the c	heck	box. Select the Advanced Sear	ch link to sp	ecify fields to search for.		
٨	Org Management	Search on				Q	Include Subjects in	n My	Hierarchy				
C	Order Form Library	Advanced S Total Result											
ø	System Settings												<u>Table Settings</u> ✓ <u>Table View</u> ✓
al	Reports	SSN	Last Name	-	First Name	Ŧ	Citizenship	Ŧ	Organization	Ŧ	Determination	<u></u>	Determination Status
0	Error Management	987-65- 4363	Sample	5	Subject				(Second)				Active
		<u>987-65-</u> <u>4361</u>	Sample	S	Sam								Active



HOW TO CREATE A NEW SUBJECT

OB AID

If a Subject does not appear in the existing search results, users with the Subject Manager, Authorizer, Reviewer, Initiator, Mass Initiator, Screener, Subject Profile Editor, Subject Viewer and Facility Security Officer (FSO) roles can create a new Subject. Required Subject fields vary based on a user's role. Users with the Subject Manager role are required to add an affiliation. Only users with the Subject Profile Editor role can edit the SSN field. To avoid creating a glut of Subjects unnecessarily, users should simultaneously create a Subject and initiate a case. Below is the 5-step process to Create a New Subject.

(NBIS

- 1. Select the "Search Subject by SSN" box in the **Global Subject Search Bar** located in the top righthand corner. Type in the Subject's SSN and select Enter or the magnifying glass icon.
- 2. If you do not know the Subject's SSN, select the "Search on All Fields" search bar for the Subject List to search. If the Subject exists, follow the steps to initiate a case request.
- 3. If either search option does not yield a Subject, a pop-up window will indicate that no SSN was found and close to try again. Select "**Continue**" to create a new Subject with the SSN.
- 4. Enter Subject data into the required and optional fields. Required fields will be found under the personal and birth Information sections. Press "Continue."
- 5. Add the Affiliation to include the "Owning Organization" and "Category" from the drop-down options. If needed, select "Add Servicing Organization" hyperlink. Select "**Submit**." A green success banner will appear indicating the new subject was created.



Steps 1-3

	ervices Search Subject by SSN Q Q ect Management
Subject Management Subject	rch on All Fields
O outer Come Library	XX Benzoate Sodium United States Department of Security Managers Secret Active
xx xx	No Subject found with the SSN: XXXXXXX Select the Close icon to try again or select Continue to create a new subject with this SSN.
	3 Continue

Step 4

Dashboard	Create New Subject			
Task Management				
🖞 Visit Management	Subject Information Complete the fields below to add the subje	ct's information. Select the Continue button to add aff	llations for this subject.	
Subject Management	Personal Information			
Grg Management	Identifying Information			
) Order Form Library	Social Security Number (SSN) 202-99-1000	Electronic Data Interchange Personal Enter EDIPI	ID (EDIPI)	
System Settings	First Name*	Middle Name or Initial	Last Name*	Suffix
Reports	Enter First Name	Enter Middle Name	Enter Last Name	Select Suffix 🗸
) Error Management	4 Email Address*	Phone Number*		
	Enter Email Address	X00(-X00(-X00X		
	Countries of Citizenship*			
	Select Countries of Citizenship		\sim	
	Marital Status*			
	Colort Marital Statue			1



Step 4 (Continued)

Enter Email Address		300(-300(-3000)			
Countries of Citizenship*					
Select Countries of Citizenship			~		
Marital Status *					
Select Marital Status	\sim				
Birth Information					
Birth Information Date of Birth * mm/dd/yyyy		Country* Select Country	~		
Date of Birth*			State/Province		
Date of Birth* mm/dd/yyyy		Select Country		~	
Date of Birth* mm/dd/yyyy City*		Select Country	State/Province	~	

Step 5

Add Affiliation to anti-autilitation, complete the fields below and select the Submit Autors. Dealing Operations* caregory* Select Caregory. 4 Add Lencord Creation	Create New Subject	
fande linear	Add Affiliation To add an affiliation: complete the fields below and select the Submit button. Select Owning Organization* Category* Select Company Main Organization Select Servicing Organization* Category* Select Servicing Organization* Category* Select Servicing Organization* Category* Select Servicing Organization Select Category I + Add Servicing Organization Select Category	
	Cancel Back	5 Subm



HOW TO REVIEW A SUBJECT'S WORKSHEET

| OBAID

NAVIGATE TO THE SUBJECT'S WORKSHEET

- 1. Select Subject Management from the Left Navigation.
- 2. Search for the subject by typing the subject's first or last name, or SSN, in the **Search on All Fields** text box and select the **Magnifying Glass** to execute the search.
- 3. Select the **SSN** link corresponding with the subject to view the **Subject Worksheet**.
- 4. The user will be directed to the **Subject's Worksheet**. The components of **Subject's Worksheet** include:
 - a. Subject Banner
 - b. Subject Worksheet Tabs
 - c. Action Cards

ACCESS THE SUBJECT BANNER

- 1. The **Subject Banner** provides high level information about the subject including SSN, EDIPI, Program Tags, Citizenship, DOB, POB, and Contact Information. The banner also includes the **Actions** drop-down.
- 2. Select the **Pencil** icon to make changes to the high-level information.
- 3. Select the Actions drop-down to take actions on the subject such as Create Request, Start Initiation, and Reset eApp Password (only available when subject is in the Initiation phase).
- 4. When working in the context of a case, the Case Banner will display beneath the Subject Banner and also be visible to the user. The Case Banner includes information regarding the Case Type, Phase, date of last Phase update, External Status, date of last Status Update, and Case ID.
- 5. Select **Collapse** or **Expand** to view more or less information within the **Case Banner**.

ACCESS SUBJECT WORKSHEET TABS

- 1. Within the **Subject Worksheet** there are multiple tabs visible to the user, including **Profile**, **Subject History**, **Attachments**, and **Notes**.
- 2. Select the **Profile** tab to view **Subject Profile** information.
- 3. Select the **Subject History** tab to view the **Subject History Summary** and sub-tabs for **Adjudications & CV, Requests & Cases,** and **Vetting Data**.
- 4. Select the **Attachments** tab to view documents uploaded by the user's organization. Select the **Notes** tab to view notes added by the user's organization.

ACCESS ACTION CARDS

1. On the right, use the Add Notes card or the Upload Attachments card to add notes or documents to the Subject Worksheet.



Navigate to the Subject's Worksheet (Steps 1-3)

🛞 National Background Inves	tigation Services										Search Su	bject by SSN	Q G
Ø Dashboard	Subject Man	agement											
P Task Management													
Visit Management	My Subject L	List										Acti	ions \smallsetminus
Subject Management	Subjects in your or Search	rganization are listed belo	ow. To include all subjects	in your h	<i>ilerarchy, select the checkbox. Sele</i>	ect th	he Advanced Search link to specify fields to	o search for.					
入 Org Management	Bearch on All Fie	elds			Q Include Subjects in N	Лу Н	lierarchy						
Order Form Library	Advanced Search Total Results: 43										Table Settin	ar v Table	Mours
System Settings											Table Setun	82 ~ Table	view ~
I Reports	SSN	Last Name	👳 First Name	7	Citizenship	₹.	Organization 👳	Determination	7	Outcome	₹	Туре	<u></u>
 Error Management 					United States		Department of Security Managers 2/1005Q	Top Secret-SCI		Grant		Final	
					Vatican City		Department of Security Managers 1/1005P, Department of Security Managers 2/1005O	Top Secret		Grant		Final	

Navigate to the Subject's Worksheet (Step 4)

S.	Program Tags:			Action
Citizenship: United States	Place of Birth: Seattle, Washington	Date	of Birth: 06/30/1992	Aliases: N/A Contact Info: View
Profile Subject Hatory Attacriments Nates Subject Profile Filter By See Al	Case Type Indient Report	Start Date 07/26/2021	Exected Al Set more	Add Notes Organization * Select Organization V Trise Enter Trie Notes Enter Notes
Current Determinations			See more + Grant Determination	Upload Attachments
Type Determination Final Top Secret - SCI	Determined 06/07/2021		See more	Drag setachment here + Select Attachment + Select Attachments PDR TIR, TIR, JPG, JPG, DOC DOCK and PNB file gave onj
Owning/Servicing Organization Cetegory Department of Security Managers 1 Milliony		Main Organization Department of Security Managers 1	+ AGD ATTRIBUT	No attachments added.



Access the Subject Banner (Steps 1-2)

Ø/////////////////////////////////////	Program Tags:			Actions ~
Citizenship: United States	Place of Birth: Seattle, Washington	Date of Birth: 06/30/1992	Aliases: N/A	Contact Info: View
Profile Subject History Attachments Notes				
Subject Profile		A	dd Notes	
Filter By		or	ganization *	
See All 🗸		2	elect Organization	\sim

Access the Subject Banner (Step 3)

		the state sur-services book deemstate		0147 550.000	Record Investigat
izenship: United States	10 10 1	Place of Birth: Seattle, Washington	Date of Birth: 06/30/1992	Aliases: <u>N/A</u>	Conta Record Adjudicat
Subject History	Attachments Notes				Create Case Create Request
Subject Profile				Add Notes	Start Initiation
ilter By				Organization *	
See All 🗸				Select Organization	\sim
Open Cases			Expand All	Title	
				Enter Title	
Case ID 21207GREY0915415	Phase Adjudication	Case Type Incident Report	Start Date 07/26/2021	Notes	
			See more	Enter Notes	
Case ID	Phase Adjudication	Case Type Tier 5 Reinvestigation	Start Date 07/22/2021		Add

Access the Subject Banner (Steps 4-5)

<i>• \ </i>	Program Tags:			Actions ~
Citizenship: United States	Place of Birth: Seattle, Washington	Date of Birth: 06/30/1992	Aliases: N/A	Contact Info: <u>View</u>
Tier 5 Reinvestigation Phase: ADJUDICATION 07	7/22/2021 Status: PENDING ADJUDICATION 08/03/2021 Assigned To:	Assigned On: 10/15/2021		> <u>Collaps</u>
Case ID: 21203GREY1541144	Assigned to: ——	Assigned On: 10/15/2021		



Access Subject Worksheet Tabs (Step 1)

Notes			
		Add Notes	
		Organization *	
		Select Organization	\sim
	Expand All	Title	
		Enter Title	
		Notes	
	+ Grant Determination	Enter Notes	
Determined			
06/07/2021			Add
		Expand All + Grant Determination Determined	Expand All Add Notes -+ Grant Determination Select Organization Determined Inter Notes

Access Subject Worksheet Tabs (Step 2)

Profile Subject History Attachments Notes Subject Profile Filter By See All V Open Cases Open Cases V	Expand All
There are currently no open cases. Current Determinations	Subject Profile
There are no current determinations. Affiliations	 View Open Cases, Current Determinations, Affiliations, Access, Visits, Polygraphs
Owning/Servicing Organization Category DCSA Support Team Federal Civilian	 Depending on roles, users can: Grant interim determinations
This subject has no access at this time.	 Update subject affiliations Add/modify access Submit visit requests
This subject has no visits at this time.	 Add polygraph results Use the Filter By drop-down for an
Polygraphs This subject has no polygraphs at this time.	isolated view of a selected section



Subject History Summary Adjudications & CV Rejuets & Cases Vetrig Data The subject history Summary Subject History Summary Adjudications & CV Requests & Cases Vetrig Data Within the subject Adjudication information, service catalog Case Requests, record of all finalized Adjudication information, service catalog Case Requests, record of all finalized adjudication information, service catalog Case Requests, record of all finalized adjudication information, service catalog Case Requests, record of all finalized adjudication information information information related to previous access visits, and polygraphs Eversities Subject History Summary Adjudications & CV Requests & Cases Within the subject, and Vetting binformation information related to previous access visits, and polygraphs CE Enrollment information will be available in a future release Requests Access History Adjudication subject, and Vetting binformation will be available in a future release Visits History The subject history summary Adjudications access history at this time. Visits History The subject has no visits at this time. Polygraph History This subject has no visits at this time. Polygraph History This subject has no visits at this time. 	Profile Subject History Attachments Notes	
Adjudications Example The subject has no determination types. CV CV Enrollment History Subject History Summary Profile subject History Summary Adjudications & CV Requests & Cases Subject History Summary • Users can view the following sub-tabs: Adjudications & CV Requests & Cases Autorations & CV Requests & Cases Autorations & CV Requests & Cases There are currently no closed requests. • Within the sub-tabs, view a history of all finalized Adjudication information, service catalog Case Requests, record of all the Cases in NBIS across each phase for the subject, and Vetting information related to previous access visits, and polygraphs Subject History Itelevises Subject History Summary • CE Enrollment information will be available in a future release Profile subject Nations & CV Requests & Coses Subject History Summary • CE Enrollment information will be available in a future release Profile subject subject access totopy at this time. Visits History The subject has no visits at this time. Voidse has no visits at this time. • Polygraph History	Subject History Summary	
The subject Nation of determination types. CV Enrollment History Profile Subject History Summary Adjudications & CV Adjudication & CV Requests There are currently no dosed requests. Cases There are currently no dosed cases. Subject History Xetting There are currently no dosed cases. Subject History Adjudications & CV Adjudication information related to previous access visits, and polygraphs C CE Enrollment information will be available in a future release Verting Data Adjudications & CV Requests & Cases Subject History Summary Adjudication & Science Verting Data Adjudication secses history at this time. Visits History This subject History at this time. Polygraph History	Adjudications & CV Requests & Cases Vetting Data	
CV Enrollment History Frolle subject History Summary Adjudications & CV Requests & Cases Adjudications & CV Requests & Cases Adjudications & CV Requests & Cases There are currently no closed requests. O Cases Within the sub-tabs, view a history of all finalized Adjudication information, service catalog Case Requests, record of all the Cases in NBIS across each phase for the subject, and Vetting information related to previous access visits, and polygraphs Store All Case History Attemments Yetting Data CE Enrollment information will be available in a future release Profie subject History Summary Adjudications & CV Requests & Cases Subject History Attemments Subject History Summary CE Enrollment information will be available in a future release Profie subject History Summary Access History The subject has no access history at this time. Visits History Vetting Data Access History This subject has no visits at this time. Polygraph History Polygraph History	Adjudications	Expand All
Frome subject History Summary Adjudications & CV Requests & Cases Adjudication & CV Requests & Cases Adjudication & CV Requests & Cases There are currently no closed requests. O all finalized Adjudication information, service catalog Case Requests, record of all the Cases in NBIS across each phase for the subject, and Vetting information related to previous access visits, and polygraphs Studject History Summary CE Enrollment information will be available in a future release Profie Subject History Summary Adjudications & CV Requests & Cases Subject History Attachment Yetting Data CE Enrollment information will be available in a future release Adjudications & CV Requests & Cases Subject History Attachment Yetting Data CE Enrollment information will be available in a future release Adjudications & CV Requests & Cases Subject History Attachted to previous access Yetting Data CE Enrollment information will be available in a future release Adjudications & CV Requests & Cases Polygraph History This subject has no videts at this time. Polygraph History Polygraph History	The subject has no determination types.	
Profile Subject History Adjudications & CV Adjudications & CV Requests & Cases Vetting Data Adjudications & CV Requests & Cases Vetting Data Within the sub-tabs, view a history of all finalized Adjudication information, service catalog Case Requests, record of all the Cases in NBIS across each phase for the subject, and Vetting information related to previous access visits, and polygraphs CE Enrollment information will be available in a future release Profile Subject History Attachments Notes Subject History Attachments Notes CE Enrollment information will be available in a future release Profile Subject History Attachments Adjudications & CV Requests & Cases Vetting Data Adjudications & CV Requests & Cases Vetting Data Access History This subject History at this time. Visits History This subject has no visits at this time. Vetting Data Polygraph History This subject has no visits at this time. 	CV Enrollment History	
Profile Subject History Adjudications & CV Adjudications & CV Requests & Cases Vetting Data Adjudications & CV Requests & Cases Vetting Data Within the sub-tabs, view a history of all finalized Adjudication information, service catalog Case Requests, record of all the Cases in NBIS across each phase for the subject, and Vetting information related to previous access visits, and polygraphs CE Enrollment information will be available in a future release Profile Subject History Attachments Notes Subject History Attachments Notes CE Enrollment information will be available in a future release Profile Subject History Attachments Adjudications & CV Requests & Cases Vetting Data Adjudications & CV Requests & Cases Vetting Data Access History This subject History at this time. Visits History This subject has no visits at this time. Vetting Data Polygraph History This subject has no visits at this time. 		
Adjudications & CV Requests & Cases Vetting Data Requests Requests There are currently no dosed requests. Cases There are currently no dosed cases. Show All Case History Adjudications & CV Requests & Cases Subject History Adjudications & CV Requests & Cases Vetting Data Adjudication information, service catalog Case Requests, record of all the Cases in NBIS across each phase for the subject, and Vetting information related to previous access visits, and polygraphs Show All Case History Adjudications & CV Requests & Cases Vetting Data Access History Adjudications & CV Requests & Cases Vetting Data Access History This subject History at this time. Visits History This subject history at this time. Polygraph History		 Users can view the following sub-tabs Adjudications & CV
Requests There are currently no closed requests. Cases There are currently no closed requests. Cases There are currently no closed cases. Show All Case History Access History Adjudications & CV Requests & Cases Vetting Data Access History This subject Has no access history at this time. Visits History This subject has no visits at this time. Polygraph History	Adjudications & CV Requests & Cases Vetting Data	 Vetting Data
Cases There are currently no closed cases. Show All Case History	Requests	· · · · ·
There are currently no closed cases. phase for the subject, and vetting information related to previous access visits, and polygraphs Show All Case History CE Enrollment information will be available in a future release Profile Subject History Summary Adjudications & CV Requests & Cases Vetting Data Access History This subject has no access history at this time. Visits History This subject has no visits at this time. Polygraph History	There are currently no closed requests.	
Show All Case History Profile Subject History Attachments Notes Subject History Summary Adjudications & CV Requests & Cases Vetting Data Access History This subject has no access history at this time. Visits History This subject has no visits at this time. Polygraph History		
Show All Case History Profile Subject History Attachments Notes Subject History Summary Adjudications & CV Requests & Cases Vetting Data Access History This subject has no access history at this time. Visits History This subject has no visits at this time. Polygraph History	There are currently no closed cases.	
Profile Subject History Adjudications & CV Requests & Cases Vetting Data Access History This subject has no access history at this time. Visits History This subject has no visits at this time. Polygraph History	Show All Case History	 CE Enrollment information will be
Subject History Summary Adjudications & CV Requests & Cases Vetting Data Access History This subject has no access history at this time. Visits History This subject has no visits at this time. Polygraph History	Profile Subject History Attachments Notes	available in a future release
Access History This subject has no access history at this time. Visits History This subject has no visits at this time. Polygraph History		
This subject has no access history at this time. Visits History This subject has no visits at this time. Polygraph History	Adjudications & CV Requests & Cases Vetting Data	
Visits History This subject has no visits at this time. Polygraph History	Access History	
This subject has no visits at this time. Polygraph History	This subject has no access history at this time.	
Polygraph History	Visits History	
	This subject has no visits at this time.	
This subject has no polygraphs at this time.	Polygraph History	
	This subject has no polygraphs at this time.	

Access Subject Worksheet Tabs (Step 3)

JOB AID NBIS

ase #	ttachments	Apply × Clear Filter		Attachme	ents
	Name	Category	Case #	a	sers can view documents dded by their organization
>	<u>test123</u>	Other	21207GREY091541	-	r documents from other rganizations listed as
>	test	Other		-	ommunicative se the Case # drop down t
>	test12345	Other	21162GREY102817	fi	lter by case
rofile	Subject History At	tachments Notes		Notes	
		tachments Notes		• U	sers can view notes addeo y their organization, or
vofile	25	tachments Notes		• U b'	y their organization, or otes from other
lote	es #	Apply × <u>Clear Filter</u>		• U b n o	
VOte	es #			• U b n o C	y their organization, or otes from other rganizations listed as ommunicative se the Case # drop down t
NOte ase # All N	es e otes 21207GREN			• U b' n o C • U fi	y their organization, or otes from other rganizations listed as

Access Subject Worksheet Tabs (Step 4)



		Program Tags					Actions ~
Citizenship: United States		Place of Birth: Seattle, Washington	Dat	of Birth: 06/30/1992	Aliases: N/A	Contact Info: View	
Subject Profile	iores				Add Notes Organization *		
See All V Open Cases				Expand All	Select Organization		~
Case ID 21207GRPY0915415	Phase Adjudication	Case Type Incident Report	Start Date 07/26/2021	See more	Enter Title Notes Enter Notes		
Case ID 21203GREY1541144	Phase Adjudication	Case Type Tier 5 Reinvestigation	Start Date 07/22/2021	See more			Add
Current Determinations				+ Grant Determination	Upload Attachments		
Type Final	Determination Top Secret - SCI	Determined 06/07/2021		See more		Drag attachment here	
Affiliations				+ Add Affiliation			t Attachments
Owning/Servicing Organization Department of Security Managers 1	Category Miltary		Main Organization Department of Security Managers 1	1	No attachments added.		
							- opious

Access Action Cards (Step 1)

Select Organization	
Select Organization	
Title	
Enter Title	
Notes	
Enter Notes	
	Add
Upload Attachments	
Upload Attachments	
Upload Attachments	Drag attachment here
Upload Attachments	Drag attachment here
Upload Attachments	
Upload Attachments	+ <u>Select Attachmer</u>
Upload Attachments	+ Select Attachmer
Upload Attachments	+ Select Attachmer



HOW TO VIEW AND EDIT A SUBJECT'S PII

OB AID

Users with the Authorizer, Case Processor, Reviewer and Subject Manager roles can view and edit all fields of a Subject's Personal Identifying Information (PII), except the SSN. Users with the Program Tag Manager or Operations Manager roles can access and add Program Tags. Only users with the Subject Profile Editor role can edit a Subject's SSN. Subject Profile details include the Subject's SSN, citizenship, birth information (date and place of birth) and any applicable Program Tags.

Below is the 5-step process to view and edit a subject's PII.

- 1. Search for the Subject's SSN and select the **SSN hyperlink** to open the Subject's profile.
- 2. Select the pencil icon next to the Subject's name to show the Subject's PII. Review or add any missing information about the Subject in the Subject's profile.
- 3. Program Tags are optional and can be associated with a Subject to route a Subject's case to specific users. Program Tags must first be configured in Organization Management and can be applied to a user's profile and the Subject's profile. Select the **Program Tag** from the drop-down menu.
- 4. When all required fields are completed, select **Submit** to save updates.
- 5. Added Program Tags will appear at the top of the Subject's profile.
- 6. A green success banner also shows that the Subject was updated.

Step 1

6	National Background Inve	lgation Services	1 Search Subject by SSN Q
ø	Dashboard	Subject Management	
Р	Task Management		
ø	Visit Management	My Subject List	Actions 🗸
	Subject Management	Subjects in your organization are listed below. To include all subjects in your hierarchy, select the checkbox. Select the Advanced Search link Search	to specify fields to search for.
٨	Org Management	Bearch on All Fields	
D	Order Form Library	Advanced Search Total Results: 417	
٥	System Settings		Table Settings \vee Table View \vee
al	Reports	SSN L tt Name Term Citizenship Term Organization Term V	
Ô	Error Management	United States Department of Security Secret	Active



Step 2

2	stigation Services		Program	n Tags:		Search	a Subject by SSN Q Q R
	Citizenship: United States Profile Subject History Subject Profile Filter By See All	Attachments Not	Place of Birth: Anywher	e, Alabama E	ate of Birth: 01/01/19	60 Aliases: MA Add Notes organization* Select Organization	Contact Info: View
	Open Cases Case ID 21204SUBJ1610132	Phase Initiation	Case Type Tier 5	Start Date 07/23/2021	Expand All See more	Title Enter Title Notes Enter Notes	

Steps 3 and 4

(9	National Background Inv	estigation Services			Search Subject b	by SSN Q D 🕅
	0	Dashboard		Program Tags:			
	Р	Task Management	Citizenship: United States	Place of Birth: Anywhere, Alabama	Date of Birth: 01/01/1960	Aliases: N/A Cont	tact Info: View
		Visit Management	City*	County	State/Province*		4
		Subject Management	Anywhere	Enter County	Alabama		
	٨	Org Management	Continuous Vetting Status				
	D	Order Form Library	This subject does not meet the eligibility requirem	ents for CV. Requirements include:			
	Ø	System Settings	SF86 Form Version greater than 2010-06		-		
	a	Reports	Program Tags				
(1	Error Management	Show Disabled Program Tags Program Tags Celebrity CelebritySample Program Tag Ceeb	 			
			Cancel				4 Submit



Steps 5 and 6

(National Backgroun	d Investigation Services	Search Subject by SSN 🔍 🛕 🕅
Q	Dashboard	Celebray Sample Program Tags: Celebray Sample Program Tag	Actions 🗸
F	Task Management	Citizenship: United States Place of Birth: Anywhere, Alabama Date of Birth: 01/01.	/1960 Aliases: <u>N/A</u> Contact Info: <u>View</u>
Ē	Visit Management	6 Success. Subject was updated.	×
	Subject Managemen	rofile Subject History Attachments Notes	Î
1	🖁 Org Management	Subject Profile	Add Notes
0	Order Form Library	Filter By	Organization *
¢	System Settings	See All V	Select Organization V
1	Reports	Open Cases Expand All	Title Enter Title
0) Error Management	Case ID Phase Case Type Start Date 21204SUBJ1610132 Initiation Tier 5 07/23/2021	Notes Enter Notes
		Current Determinations + Grant Determination	Add
		There are no current determinations.	
L			



HOW TO INITIATE A CASE REQUEST

OBAID

There are two ways to initiate a case request. The first is for individual subject cases and the second is through the mass initiation process.

INITIATE A CASE REQUEST

Users with the Initiator, Subject Manager and Facility Security Officer (FSO) roles can create and search for Subjects, initiate Subject case requests, complete routing details, and edit order form details before receiving the Subject's Standard Form (SF) back from eAPP. Once the case request is initiated, form routing details are set and cannot be changed. If information was entered incorrectly when the case was initiated, then this case should be cancelled, and a new case request should be created.

Below is the 7-step process to initiate a case request.

- 1. From **Subject Management**, select the SSN of the subject for which you would like to initiate a case. Navigate to the "**Actions**" drop-down in the top right-hand corner.
- 2. Select "**Start Initiation**." Note: Users with the Initiator role do not require an affiliation to the Subject to start initiation. Organizations and workflows in Routing Details will be determined based on the Initiator's affiliation.
- 3. Use the drop-down menus to input the "Initiation Routing Details." There are three required fields: Initiating Organization, Workflow Type, and Form Type. Select the **Initiating Organization** from the drop-down menu.
- 4. Select the **Workflow Type** drop-down menu. A Workflow Template must already exist/have been created for the Org.
- 5. Select a **Form Type** from the drop-down menu. Select "Continue" after selecting the Form Type. Note: The Form Type drop-down options include: SF85, SF85P and SF86. The Case Type will autopopulate based upon the Form Type selected.
- 6. There is an optional checkbox for "**Send to Review Organization**." This checkbox will route the initiation immediately to the Review Organization. Once routed, a user will not be able to make any further updates on this initiation. If the checkbox is NOT selected, the Subject Manager or Initiator roles may update the case and manually send it to the Reviewer. Note: The Form Routing must be enabled in the Initiating Organization's Form Routing/Workflow, located in the Configuration Menu under Form Routing.
- 7. Select "**Continue**" to create a case request. A green success banner will appear that the case has been routed. Once you have successfully initiated the case, the case will move to the Review phase on the Position Details Tab. Two emails will be sent to the Subject with instructions on how to log into eAPP to complete the appropriate SF Form. The first email will have their eAPP link and username; the second email will have the eAPP link and temporary password.
- Note: If the user's organization is not authorized to Review, the case will move to the Reviewing organization. If the user is not authorized to Review, the case will move to the My Organization's Work tab under Task Management



MASS INITIATION PROCESS

When entering and processing Mass Initiations, this workflow process supports the creation of multiple Subject case requests at once by uploading a CSV spreadsheet list of Subjects and their PII. This capability is available for users with the Subject Manager roles.

Below are the 19 steps to complete Mass Initiation.

- 1. From the **Subject Management** tab, navigate to the "**Actions**" drop-down menu and select Mass Initiate Subjects.
- In the Setup Org Associations page, use the **blue hyperlink** to download the template file and/or the Mass Initiation CSV template file. Add the Subject data and save the CSV file for uploading. Note: The subjects' first and last names in the CSV file must match the subject information in NBIS.
- 3. In the Setup Org Associations page, select the **+Add Owning Organization hyperlink**. Use the dropdown menus to select the Residing Organization and Organization Affiliation. Depending on the Residing Organization selected, the Organization Affiliation will auto populate.
- 4. If necessary, use the ellipses to select "Add Servicing Organization." Use the drop-down menu to select the **Residing Organization** and **Organization Affiliation**. Note: The Grouped Level Organization field will populate based on the Residing Organization selected. If the Residing Organization is a Grouped Level Org, then the two fields will be the same. Facility Security Officer roles will only be able to select "Contractor" for an Org Affiliation.
- 5. If performing Mass Affiliation and not initiating subject cases, select the checkbox for "Create Subjects Only and Skip Initiation."
- 6. Select **Continue** to proceed to the Setup Tier and Template tab.
- 7. In 2. Setup Tier and Template tab select the Initiating Organization from the drop-down menu options. Choose a Workflow Type (a Form Routing Template) and Form Type (SF8X). A Workflow Template must already exist/have been created for the Org.
- 8. Select **Continue** to proceed to #3. Upload File.
- 9. In 3. Upload File tab, select "upload file" and then "browse."
- 10. Locate and select the saved CSV template file on the computer. Select **Open** to upload the saved file. The uploaded file will appear in a list below "File Name."
- 11. Select Continue.
- 12. Select the **Error tab** to display any errors. From the Details column, select **View** to display additional information about the Subject and errors.
- 13. Check "Include Validation Messages" so the specific error information will be included when exporting the CSV.
- 14. Select "Export to CSV" and ensure that the Subjects and their error validations are captured outside the system.



- 15. Navigate to the **Valid and/or Warning tabs** and uncheck any Subjects to exclude them from the mass initiation process. Note: A "warning" will still allow you to start processing, however an error will not.
- 16. From the Details column, select **View** to display additional information about the Subject.
- 17. Select Start Processing.
- 18. A list of successful cases with case numbers or failed case initiations will be displayed. Users can view info about cases in the Details column.
- 19. Select **Close** to successfully close out the Mass Initiation case and receive visual confirmation that mass initiation is completed. Select Close to return to My Subject List in Subject Management.

Initiate a Case Request (Steps 1-2)

Dashboard Subject Name Task Management Citizenship: United States	Place of Birth: Paved in s	gold, Alabama Date of Birth: 07/25/1985 Alias	Actions Record lovestigation Record lovestigation Record adjudication
Visit Management		it Duck, Daffy was created.	Cre Case r te Request art Initiation
Org Management Subject History Subject History Order Form Library Filter By	Attachments Notes	Actions ~	
System Settings See All Open Cases Derror Management	res.	Record Investigation	
Current Determinations	tions.	Record Adjudication Create Case	
Affiliations		Create Request	Add
	2	Start Initiation	

Initiate a Case Request (Steps 3-5)

CALLICENCE OF	DEFENSE	COUNTE	RINTI	ELLIGENCE	AND SEC	URITY A	GENCY
	JOB	AID	(@) NBIS				

Citizenship: United States	Place Of Birth: United States	Date Of Birth:	07/25/1985
	nice of shink conted states		
Initiation Routing Details			1
Complete the fields below to set the routi	ng details for this initiation.		
Initiating Organization *			
Select Organization \lor			
Workflow Type *	5 Form Type 1*	Case Type	
Select Workflow Type	Select Form Type	-	
A CONTRACTOR OF A			
Send to Review Organization 💿			
_			



Initiate a Case Request (Steps 4-5 Continued)

4	5		
Workflow Type *	Form Type 1*	Case Type National Agency Check Tier 1 Special Agreement Check	Form Version *
	Form Type 1*	Case Type National Agency Check Tier 2 Tier 2 Reinvestigation Tier 4 Tier 4 Reinvestigation Special Agreement Check	
	Form Type 1*	Case Type National Agency Check Tier 3 Tier 3 Reinvestigation Tier 5 Tier 5 Reinvestigation Special Agreement Check	

Initiate a Case Request (Steps 6-7)

Initiating Organization*					
NDT]				
Workflow Type*	Form Type 1*	0	Case Type	Form Version*	
Form Routing Workflow Test - Hi ϵ \sim	SF85	\sim	National Agency Check	2013-12	~
			Tier 1		2
	19				
Send to Review Organization 💮	Sel	ect this checkbox	to route this initiation to the Re	view	-
	01	anization Once	routed, you will not be able to m	ake any	7



Mass Initiation Process (Step 1)

P Task Management												
Visit Management	My Subj	ject List										tions
Subject Management	Subjects in y Search	your organization are	listed below	w. To include all si	ubjects in	n your hierarchy, select the che	eckbox. Select the Advanced Search link to	to spec	cify fields to search for.		Mass Initiate	Subject
🙏 Org Management	Search on	n All Fields			Q	Include Subjects in I	My Hierarchy					
Order Form Library	Total Resul											
System Settings	Total Resul							_		_	Table Settings \vee Tab	
	Total Resul	Last Name	Ē	irst Name	Ŧ	Citizenship	Organization	10-	Determination	Ŧ		ole View
Ø System Settings			<u>₹</u>	First Name		Citizenship 3	Organization Department of Security Managers 2/1005Q		Determination Secret	10-		
 System Settings Reports 			<u>ع</u>	irst Name	_		Department of Security Managers			[]+[Determination Status	
 System Settings Reports 			ا <u>ا</u>	irst Name	-	United States	Department of Security Managers 2/1005Q Department of Security Managers		Secret	T	Determination Status	

Mass Initiation Process (Steps 2-6)

Mass Initiation OPEN-INITIALSETUP	I			Actions
1. Setup Org Associations 2. Setup Tier	r and Template 3. Upload File			
Setup Org Associations				
Organization Details Below are organizations associated to these su	bjects. ①		3	<u>ld Owning Organizatio</u>
Grouped Level Organization	Residing Organization	Association	Affiliation	
	4 Select	✓ Owning Organization	Select V	:
Mass Initiation Template				
Please use the CSV format provided in the temp Download Template File	plate file.			
Download Mass Initiation Resources				



Mass Initiation Process (Steps 7-8)

Mass Initiation			Actions
1. Setup Org Associa 7 2. Setup	Tier and Template 3. Upload File		
Setup Tier and Template			
Select Organization Workflow Type * Select Workflow Type	Form Type*	⊙ Case Type ∽ −	
Order Form Template			
Select a Template	\sim		
Cancel Back			8 Contin

Mass Initiation Process (Steps 9-11)

CALLICENCE A	DEFENSE	COUNTE	ERINTELLIGENCE AND SECURITY AGENCY
	JOB	AID	I A A A A A A A A A A A A A A A A A A A

Mass Initiation			Actions \lor
Associated Organization Defense Counterintelligence and Security Agency	Workflow Type Mobile Tech Test Form Routing	Form Type SF86	
1. Setup Org Associations 2. Setup Tier and Temp	9 3. Upload File		
Upload File Nease use the CSV format provided in the template file.			
Download template file Download Mass initiation Resources	Mass Initiation		
Upload file	Associated Organization Defense Counterintelligence and Security Agency	Workflow Type Mobile Tech Test Form Routing	
Cancel Back	1. Setup Org Associations	ate 3. Upload File	11 Continue
	Upload File Please use the CSV format provided in the template file. Download Template File Download Mass Initiation Resources Upload file		
	File Name	Delete	
	M_Template Sample_Error.xsv	8	

Mass Initiation Process (Steps 12-14)

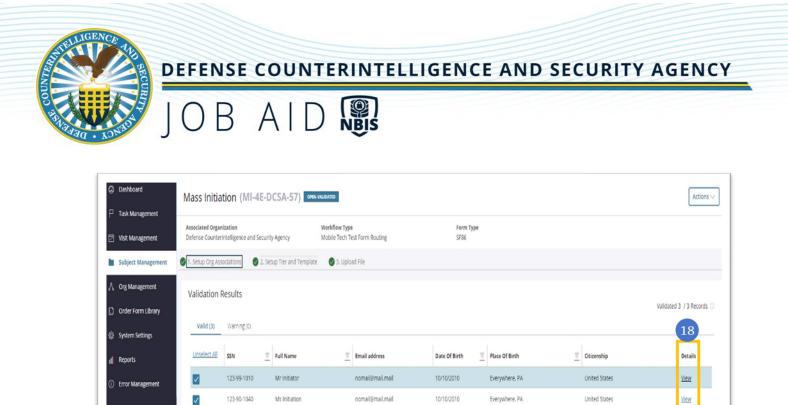
	Dashboard	Ν	Aass Initiation (/II-4E-DCSA-55)	OPEN-VALIDATED										Actions \lor
	Task Management Visit Management		Associated Organization Defense Counterintelligence	and Security Agency	Workflow T Mobile Tec	ype h Test Form Routing		Form SF86							
	Subject Management	•	1. Setup Org Associations	2. Setup Tier and Tem	plate 🕑 3. U	pioad File									
٨	Org Management		Validation Results												
D	Order Form Library		Valid (0) Wal 1	2 Error (1)										Validated 1 / 1	Records O
	System Settings	14		clude Validation Messages	13										
	Reports	Ť	Validation Message		Ŧ	SSN	Full Name	₹ Em	nail address	Date Of Birth	Place Of Birth	Ŧ	Citizenship		Details
Ű	Error Management		Invalid SSN format: The v ##-####".	alue entered does not match	the format "###-	202 999 9900	Mass Initiate	nd	omail@mail.mail	10/10/2010	Everywhere, PA		United States		View
			Cancel Back											Start	Processing



Mass Initiation Process (Steps 15-16)

🗄 Visit Management	Associated Organization Main Organization	Details View				×
Subject Management	1. Setup Org Associations	CSV File Details				
Org Management Order Form Library System Settings Reports Error Management	Velio (0) Warning (1) Unselect.All Validation Message A candidate already exists for this	SSN 202-99-9500 First Name Mass City Everywhere Citizenship	ile Gate, normali@mail.mail.10/10/2010.Ev Email address Middle Name County	verywhere, USA.PA.US Date Of Birth 10/10/2010 Last Name Initiate State FA	Suffix — Country United States	Validated 1 / 1 Records O P Details Kes Vicer
	Cancel Back	Warman	Description A candidate already evits for this SSI added upon processing.	v but does not have the associated	organization set in step 1. The org will be	Start Processing

Mass Initiation Process (Steps 17-18)



nomail@mail.mail

10/10/2010

Everywhere, PA

United States

View

17 Start Process

Mass Initiation Process	(Step 19)

 \checkmark

Cancel Back

125-95-1015

Mrs Initiations

	Dashboard	Mass Initiation	Mass Initiation (MI-4E-DCSA-57) PROCESSED COMPLETED								
P	Task Management Visit Management	Associated Organization Parent Org		Workflow 1 Mobile Tec	' ype h Test Form Routing	Fo	rm Type 86				
	Subject Management 1	9			Success. Mas	s Initiation Completed					
٨	Org Management	Information Audi	t								
C	Order Form Library	Created Cases							Processed 3 / 3 Cases		
ø	System Settings	Successful (3)	Failed (0)								
ell	Reports										
C	Error Management	Subject Profile	Submission Case	T.	Full Name	₹	Email address	Date Of Birth	Details		
		123-99-1010	21196INIT1256170		Mr initiator		nomail@mail.mail	10/10/2010	View		
		123-90-1040	21196INIT1256329		Ms Initiation		nomail@mail.mail	10/10/2010	View		
		125-95-1015	21196INIT1256451		Mrs Initiations		nomail@mail.mail	10/10/2010	View		
									19 Close		



HOW TO REVIEW A CASE REQUEST

JOBAID

There are two steps to reviewing a case request. The first is completing the Position Details and Optional Coverage. The second step is updating incomplete or incorrect subject data.

COMPLETE POSITION DETAILS AND OPTIONAL COVERAGE

Users with the Reviewer role can select a case to review and use an Organization's Order Form Template to streamline the review process. Users with the Reviewer role are required to complete the Position Details and Optional Coverage tab sections. Additionally, the Position Details section is optional for Facility Security Officers, Initiators, and Subject Manager roles. Authorizer roles can edit the Position Details tab after the Reviewer has completed this section. Prior to completing a Subject's case, the SSC Org must first configure a Form Routing Workflow from the Configuration Menu in the Org Management tab.

Below is the 4-step process to complete position details and optional coverage for a case request in the Review Phase.

1. From the Task Management tab, navigate to the **My Work** tab. Select the Task ID hyperlink to open the Subject's Case Request. A case first needs to be assigned to a user in order to assign an Order Form Template.

National Backgrou	nd Investigation Servi	ces						Search Subject by SSN Q
@ Dash 1	Task M	anagement						\land Actions \lor
Task Management	1)						
🔄 Visit Management	My Work	My Outstanding Wi	ork My Team's Wo	My Organi	zation's Outstanding Work	My Organization	's Work History	
Subject Managemen								
ു Org Management	Searc	h My Work						Table Settings → Table View →
Order Form Library	Task I	D	Case Type	E Status	\Xi Task Age (days)	≡ Urgency	\Xi Task Assignment Date	
System Settings	1 21258	3BELL1406508	Tier 3	Review	8	1	9/23/21	Bell
📶 Reports								
(i) Error Management								

2. The **Position Details** tab of a Subject's Order Form automatically opens for the Reviewer to complete all required fields. Select an **Order Form Template** from the "Select a Template" drop-down menu. If no template is available, manually complete all the necessary Position and



Investigation information. Any changes made to the case request will not change the selected Order Form Template.

 Dashboard Task Management 		REVIEW Program Tags:		Actions ∨ Close
🗇 Visit Management	Citizenship: United States Case ID: 21258BELL1406508	Place Of Birth: United States Expires In: 116 days	Date Of Birth: 01/10/1985	Aliases: N/A Contact Info: View
Subject Management	Please review this submission.			
 Å Org Management ☐ Order Form Library 	Select a Template Order Form Template-NDT V			
System Settings				
II Reports	Routing Details	Optional Coverage ✓	Review *	Financial Details
Error Management	Position Details Position and Investigation Information			
	Record Information below based on output from the PDT.	Position Designation Tool		
	PDT Completed Position Title* security mgr	Case type *	Form Type SF86	
		ar a		

3. Select "Save" or "Continue" to continue making case updates.

Wational Background Inve	stigation services				search subject by solv 🖂 📿 🕼
② Dashboard	·/////////////////////////////////////	Program Tags:			Actions \lor Close
Task Management	Citizenship: United States	Place Of Birth: United States	Date Of Birth: 01/10/1985	Aliases: N/A	Contact Info: View
Visit Management	Case ID: 212588ELL1406508	Expires In: 116 days			
Subject Management	Deployment/Permanent Change of Station Details				
🙏 Org Management	Is subject being deployed or PCSing?				
C Order Form Library	Folder Locations				
System Settings	Official Personnel Folder and/or Security Folders Locations *				
all Reports	O Location details not specified				
Error Management					
	Fingerprint Details				
	Submission Type *		Transmission Method		I
	Ind Required		Hole -		
	Cancel				3 Save Continue

4. Select "**Optional Coverage**" to make any changes or additions. Once complete, select "**Continue**" at the bottom of the page.

A STATE OF COMPANY	DEFENSE	COUNTE	RINTELL	IGENCE A	ND SECUR	ITY AGENCY
	JOB	AID	(@) NBIS			

National Background Inve	estigation Services			Search Subject by SSN	C C 💀
Ø Dashboard		Program Tags:		Actions ~	Close
Task Management Visit Management	Citizenship: United States Case ID: 21258BELL1406508	Place Of Birth: United States Expires In: 116 days	Date Of Birth: 01/10/1985	Aliases: N/A Contact Info: View	
 Subject Management 	Please review this submission.				
ဂိ Org Management	Select a Template Select a Template				- 1
Order Form Library					- 1
System Settings	Routing Details Position Deta	4 Optional Coverage	Review *	Financial Details	
n Reports	Optional Coverage Details				
 Error Management 	Position requiring extra coverage Select				- 1
	Federal Investigations Processing Center Code (FIPC)				
	Selection of FIPC Codes*				- 1
	O Not needed				
	Extra Coverage Codes				
	Selection of Extra Coverage Codes*				
	O Not needed			4 Sove Continue	,

UPDATE SUBJECT RESPONSES

Assigned cases are accessible to users with the Review or Authorize roles from the Task Management tab. Within a Subject's case request, the Review tab will automatically identify potential issues with the case request, such as incomplete or incorrect Subject data. Below is the 4-step process to review a subject's case request from the Task Management tab.

1. From Task Management, select the **My Work** tab. Select the Subject's Task ID hyperlink. The Subject's case request will open the Review tab with any errors a Subject will need to correct.



tions \vee
iew ∨
=
-

- 2. The **Review tab** displays errors identified in the subject's eAPP submission that require review and potential correction. The Reviewer is responsible for choosing Yes/No under the Request Update column for each warning.
- 3. Select the **arrow** at the left of each row to expand it and display warning details. Details include information such as the section pending on review, discrepant values received, and previous logged comments, if any. Post comments under the Reviewer Comments free-text field.

DI	FENSE CO	JNTERIN	TELLIGENCE AN	D SECUR	ITY AGEN
	ОВ А] s		
National Background Invest Dashboard Task Management	gation Services		Program Tags: inth: United States Date Of Birth: 01/10/1985 116 days	Aliases: N/A	Search Subject by SSN Q Actions > C Contact Info: View
 Visit Management Subject Management Å Org Management Order Form Library 	Routing Details V Review Details Submission Details	Position Details 🖌	Optional Coverage V		Pnancial Details
@ System Settings 네 Reports	Submission Number 1 SF Attachment	Warnings 2	Date Submitted 09/20/2021		
Error Management	Automated Validation ③				0/2 Completed
				Warning	Request Update?
	3 Field	Section	Details		
	3 Field > Birth Place	Section Subject Record	Details At the time of form submission, the place of birth provided by the subject did not match the system record	Requires Review	○ Yes ○ No

4. To request updates from the Subject, select the "Yes" radio button option, select the check box next to "I have read...," provide any additional comments, and select Request Update from Subject.

		VID NB	IS		
Ø Dashboard			Program Tags:		Actions V
Task Management Visit Management	Citizenship: United States Case ID: 21258BELL1406508		of Birth: United States Date Of Birth: 01/10/1989 sin: 116 days	5 Aliases: <u>N/A</u>	Contact Info: <u>View</u>
Subject Management	Field	Section	Details	Warning	Request Update?
🖧 Org Management	> Birth Place	Subject Record	At the time of form submission, the place of birth provided by the subject did not match the system record	Requires Review	O Yes O No
Order Form Library System Settings	> Schools Attended, Degrees Ob	tained 12 - Where You Went To School	The subject has listed no schools attended or past degrees/diplomas obtained.	Requires Review	O Yes O No
II Reports					
Error Management	Additional Comments	ntire form attached. Any additional error	rs have been added in the comments area. *		
4					
		d as a lifebra CC is balance and so the sheet of based	or updates		
	Note: Additional comments must be filled	a out it the SF is being returned to the subject it			
	Note: Additional comments must be filled		SF Revision Comment X		
	Note: Additional comments must be fille	Enter	SF Revision Comment X I comments must be filled out if the SF is being returned to the subject for		_

5. An email will be generated/sent to the Subject, instructing the Subject to log back into eAPP to provide revisions and/or additional information that is provided in the email. Before sending an email to the Subject, there will be an option to review the email via Email Preview. Select "Continue."

I I I I I I I I I I I I I I I I I I I	DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY
	OBAID RES
 Dashboard Task Management Visit Management Subject Management Org Management Order Form Library System Settings Reports Error Management 	Image: Billing of the service of the ser
	ancel

- 6. For non-critical errors, the Reviewer can choose to accept and error by selecting the "**No**" radio button in the "**Request Update**" column and entering any appropriate comments in the Reviewer Comments free-text field.
- 7. After all warnings have been cleared, select the check box next to "I have read...," provide any additional comments, and click **Proceed to Authorization**. This will move the case forward and begin the authorization process.

JOBAID

1	Services		Program Tags:		Search Subject by SSN 🔍
	nship: United States ID: 21258BELL1406508		of Birth: United States Date Of Birth: 01/ sin: 116 days	10/1985 Aliases: N/A	Contact Info: <u>View</u>
	Field	Section	Details	Warning	Request Update?
>	Birth Place	Subject Record	At the time of form submission, the place of birth provided by th subject did not match the system record	Requires Review	⊖ Yes • • №
>					
	Schools Attended, Degrees Ot		The subject has listed no schools attended or past degrees/diple obtained.	mas 🕕 Requires Review	O Yes O No
			obtained.	mas 🚯 Requires Review	Ves O No
Add	I have read and reviewed the e itional Comments		obtained.	mas Requires Review	Ves O No
Add	I have read and reviewed the e itional Comments	ntire form attached. Any additional errors	obtained.	mas Requires Review	0 Yes 0 No



HOW TO RESET A SUBJECT'S eAPP PASSWORD

JOBAID

Users with the Authorizer, Reviewer and Subject Profile Editor roles can reset the password of a Subject with the same Org affiliation using the Subject's profile. Only users with the Subject Profile Editor role can reset a Subject's password regardless of their Org affiliation. Note that the "Reset eAPP Password" option is only visible after a case request is initiated/opened.

Below is the 3-step process to reset a Subject's eAPP password.

- 1. From the Subject Management tab, search for the Subject's SSN and open the **Subject's** Worksheet.
- 2. From the "Actions" drop-down in the upper right-hand corner, select the "Reset eAPP Password" option. A pop-up message prompts users to "Confirm" resetting the Subject's eAPP password.
- 3. After confirming, a second pop-up message will appear confirming that the password has been successfully reset. An email is immediately sent to the Subject's email on file with instructions on how to reset their password.

Ø Dashboard P Task Management	D Martin Contraction Contraction	Program Tags: Place of Birth: Everywhere, Pennsylvania	Date of Birth: 10/10/2010	Aliases: MA	Actions ~ Record Investigation Record Adjudication
Yosi Management Subject Management Orig Management Order Form Library System Settings J Reports Error Management	Profile Subject History Attachments Subject Profile Filter By See All Open Cases Case ID 2115GINIT1256170 Phase Initiation	Case Type Start Date 07/15/202		Add Notes organization* Select Organization Title Enter Title Neces Enter Notes	Create Gale Create Request Start Initiation Renet ships Password
		Password Reset u want to reset this s	ubject's eA	pp password?	Add X



HOW TO ADD ATTACHMENTS TO A SUBJECT'S PROFILE

JOBAID

Users with the Subject Manager, Authorizer, Reviewer, Initiator, Mass Initiator, Screener, Subject Profile Editor, Subject Viewer and Facility Security Officer (FSO) roles can access the Attachments section in a Subject's case. Users can add, manage, and upload attachments associated with the Subject's profile. New attachments will appear near the top of the Attachments tab list in the Subject's Worksheet.

- 1. From the Subject Management tab, search for the Subject's SSN and open the Subject's Worksheet. Locate the "**Upload Attachments**" box on the right-hand side of the screen.
- 2. Drag an attachment into the "Drag Attachment Here" box or select the "Select Attachments" hyperlink below the "Upload Attachments" box.
- 3. Browse for and add the attachment. Enter the Organization, document name, and category for the document.
- 4. Select Upload.
- 5. A green success banner will appear when the attachment has been uploaded. To view the new attachment, navigate to the Attachment tab in the Subject Worksheet. Select the "Attachment Name" hyperlink. Note: If the attachment does not immediately appear in the list, select "Clear Filter."

Upload Attachments			
			Upload Attachments
Drag attachment here			Drag attachment here
PDF, TIF, TIFF, JPG, JPEG, DOC, DOCK	Select Attachments and PNG file types only		+ Select Attachmen PDF, TIF, TIFF, JPG, JPEG, DOC, DOCX and PNG file types or
			Organization *
No attachments added.			Select Organization
		3	NBIS_Create User_Sample Upload
	Upload		Name*
	Opload		NBIS_Create User_Sample U
			Category*
			Select An Attachment Category For This File

Steps 1-4



tizens	ship: United States	Place of	Birth:	Date of Birth	: 03/02/2
		5	Success. Attachment a	idded.	
Profile	e Subject History Attachmer	ts Notes			
Profile	- souleer used)				
	chments				
	chments				
Atta case (chments	ply × <u>Clear Filter</u>			
Atta case (chments		Case #	Upload Date	Actie



TASK MANAGEMENT

UNDERSTANDING TASK MANAGEMENT TABS

OB AID

After initial login, users with specific manager roles can access Task Management from the navigation menu on the left. Task Management is where case operators (Reviewers, Authorizers, and Case Processors) can view the work assigned to them and review the cases they have worked on previously. It is also where managers can view the work assigned to their orgs or teams. There are multiple tabs within Task Management that allow users with Team Manager or Org Workload Manager roles to view and manage work assigned to their persona, their team, or their organization.

Visibility of the following tabs will vary based on assigned roles and permissions associated with those roles.

- My Work: Reveals a list of all tasks currently assigned to users.
- My Outstanding Work: Shows a list of cases assigned to users that are waiting for actions to be completed by other team members or processes. This only applies to case owners for adjudication and appeals cases.
- My Team's Work: This tab is only visible to Team Managers and only applies to adjudication/appeals cases and is only visible to users with the Team Manager role. Cases will only appear if users are assigned to a team. This tab will display a list of tasks assigned to user's team well as sub-team's work.
- My Organization's Outstanding Work: This tab is only visible to users with the Org Workload Manager role. This tab will display a list of adjudication cases pending subtask completion. There will be a drop-down to select the org users want to display.
- **My Organization's Work:** This tab is only visible to users with the Org Workload Manager role. This tab will display a list of all cases or items in the org currently (assigned or unassigned) as well as cases within the org hierarchy. There will be a drop-down to select the org users want to display.
- History: This tab will display a list view of cases users have worked on.

Rational Background Investig	gation Services	Once in the Tas	sk Management tab, users will se	ee the tabs listed below	. The
Ø Dashboard	Task Management	visibility of the	tabs and what users will see in the permissions and capabilities.		
Task Management					
🖻 Visit Management	My Work My Outstanding Work	My Team's Work	My Organization's Outstanding Work	My Organization's Work	History
Subject Management Org Management	My Work Search My Work				



HOW TO CONFIGURE TASK MANAGEMENT DISPLAY

OBAID

Task Management tabs shows the work by displaying data elements that the user desires to see in a configurable column format. Users can create multiple views of their work to account for various task scenarios. Users that have roles to look across subordinate teams and users that have access to the entire organization's inventory can also create and configure multiple views of their work.

CUSTOMIZE TABLE LAYOUT

- 1. To customize the columns visible, select **Table Settings** and then select "**fields**" to view a list of all the columns available for the table. You can check or uncheck to change the columns that are visible.
- 2. To rearrange columns, **c**lick anywhere inside the column header and drag to reposition the columns in a different order.
- 3. To save the Customized Table View, select Table View and then **Save Table** to save the columns that you configured for the table. You can also select Delete Saved Table to revert to the default view and remove your configurations.

SORT AND FILTER COLUMNS

There are multiple tabs within Task Management that allow users with Team Manager or Org Workload Manager roles to view work assigned to their persona, their team, or their organization. Visibility of the tabs will vary based on assigned roles and permissions associated with those roles. Filtering and sorting through tasks can be applied on any column to allow for dynamic views of the work. Users can use filters such as Task ID, Case Type, Status, Task Age, Task Assignment Date and Last Name to sort and filter through multiple tasks.

Below is the 6-step process for how to Sort and Filter Columns Within Task Management.

- 1. From initial log in, select Task Management from the navigation menu on the left.
- 2. Users can **select the tab** they would like to access, such as "My Work" or "My Organization's Work."
- 3. Users can sort and filter by column. To filter specific data, select the **triangle icon** located to the right of the designated column.
- 4. After selecting the triangle filter icon, select the specific filter criteria in the pop-up window. Place a checkmark in one or more of the small boxes next to the applicable criteria to filter for. Once search criteria has been identified, select "**Apply**."
- 5. Alternatively, users can manually type into the "Search My Work" field to search, sort, and filter for specific data.
- 6. To change the search fields to filter and sort, select the **Table Settings hyperlink**. From the Field Visibility pop-up, place a checkmark in each box to populate the table. Or remove the checkmark from the box to leave out the search field.



7. To save the new current search view and table settings of results, select the **Table View hyperlink**. Select "Save View."

Dashb	Task Management				Actions ~
 Visit Management Subject Management 	My Work My Outstand		Task Type	Organization's Work	History
% Org Management	5 Search My Work	Q Case Type	3 ≡ SSN (last 4) ≡ Task Type	😇 Urgency 😇 Task Assi	6 7 Table Settings √ Table View √ ignment Date ₹
AL Eurtam Cattingr					4 Crear filter 8/10/21
					9/17/21 9/22/21 9/23/21
					Choose a date range v



HOW TO REASSIGN TASKS

As the Team Manager or Org Workload Manager, you have the ability to bulk reassign tasks or cases. The reassignment options will be based on the organization and team affiliations.

Below is the 6-step process for how to Reassign Tasks.

- 1. From initial log in, select Task Management from the navigation menu on the left.
- 2. Select My Organization's Work.
- 3. Click the Actions button to reveal the drop-down menu then click Reassign Tasks.

② Dashboard	Task Management						2 Actions
Task Mana	gement						Reassign Task
🖄 Visit Manag	ement My Work My Outstanding V	Vork My Team's Work	My Organization's Outstanding V	My Organizatio	n's Work History		
Subject Ma	My Organization's Wo	ork					C Refresh
🙏 Org Manag	ement Organization All Associated Organizations	~	Search My Org's Work	Include All Unassigned Ta	isks		
Order Form							
D Older Folli	Library					Table Cettings	Table Menus (
System Sett	lings				-		\sim Table View \sim
System Sett	dings Task ID	Case Type		😇 Task Age (days)	😇 Task Assignment Date	👳 Last Name	✓ <u>Table View</u> ✓
	lings	Case Type			₹ Task Assignment Date		
System Sett	ings Task ID 21013WATC1835256				_	👳 Last Name	
② System Sett	ings Task ID 21013WATC1835256		Initiation	175	6/22/21		
② System Sett 네 Reports	angs Task ID 21013WATC1835256 gement 21013WATC1833160	-	Initiation	175 175	6/22/21 6/22/21	更 Last Name Watch Watch	
② System Sett	Ings Task ID 21013WATC1835256 gement 21013WATC1833160 21056DEP01249482		Initiation Initiation Initiation	175 175 133	6/22/21 6/22/21 6/22/21	Itast Name Watch Watch Depot	

4. On the row of the task that users would like to Reassign, click the box in the "Selected Items" column to insert a checkmark. Once users have selected all the tasks that they would like to reassign, users can click the Reassign button in the bottom right corner of the screen to reassign those tasks.

arch Subject by SSN 🔍 🗾 Dashboard Tier 1 Authorization 7/1/21 PETERS 21181PETE1615252 21182FRO51021419 Tier 1 7/1/21 Task Ma Reoper Frost 7/2/21 211835TEE0828201 Review Steely Visit Management 21183MUAM1010025 Tier 1 Authorization 7/2/21 Mua Subject Management 21182CORO1046253 Tier 5 7/2/21 Reopen Corolla A Org Management 21187MEY00701587 Tier 1 Authorization 2 7/6/21 Me Order Form Library 14 21175CAND0755514 Tier 3 Authorization 7/6/21 Candy m Settings 21183PIKE1106390 Tier 1 Authorization 6 7/6/21 Pike 21187DAVI0936300 Tier 3 Received 2 7/6/21 David al Rep 4 🖂 21187BUNN0941201 7/6/21 Tier 3 Received 2 Bunny Error Managemen 1 2 Next 4 Reassign Cancel

OBAID

- 5. Users will be prompted with the "Reassign Tasks" screen. Select a team if applicable. Begin typing into the Reassign to User field to search for the users that the task(s) will be reassigned to. Note: The Select Team field only applies to adjudication and appeals cases. When applicable, your team will be pre-populated in the Team Name field in read-only mode when reassigning from My Teams Work. Users in your team will be populated in the User drop-down.
- 6. After selecting the appropriate users, click **Submit**. Users will be prompted with a message that confirms that users were successfully reassigned the task to a new user. Once you close the modal, the case list will repopulate reflecting the reassignment.

Dashboard		2118195	TE1615252		Tier 1		Authorization		8		7/1/21			PET	TERS
Task Management		21182FF	8051021419		Tier 1		Reopen		7		7/1/21			Fro	st
Visit Management		2' 5	Reassign Task	s										×	1
Subject Management		21100									Tat	ble Se	ttings \vee Table V	ew ~	
Org Management		21182	Reassignment Status	Ŧ	Task ID	Ŧ	Case type	Ŧ	SSN (last 4)	Ŧ	Status	Ŧ	Last Name	Ŧ	la la
		21187	Ready		21187BUNN0941201		Tier 3		0045		Received		Bunny		
Order Form Library		21175	Select Team												ł.
System Settings		21183	Unassigned												
Reports		21187	Reassign to User*	555				-							
Error Management		2 5				_									y
					MOBTECH								6 Sub	mit	1
	Cancel												0	unit.	1
	Cancer														



USER MANAGEMENT

HOW TO RESET A USER

Users with the User Manager role can reset the authentication of a user within an organization's hierarchy. A user may experience difficulties logging into NBIS and may need to have their authentication reset in order to log back into the system. Once the below steps are completed, users will receive two separate emails containing a Persona ID and Enrollment Key to log back in. If the emails are sent to the users successfully, there will be a message indicating so. Otherwise, a failure message will appear.

Below is the 5-step process to reset a user.

- 1. Navigate to **Organization Management** on the left-hand side and locate your organization (if needed).
- 2. Select the **Users tab** to view a list of users within the selected Organization.
- 3. From the Actions column, select the ellipses icon next to the user row you wish to reset authentication. Select **View Details**.
- 4. Select Reset Authentication.
- 5. Select **Confirm** to reset the user's authentication.

Steps 1, 2, and 3



National Background Investigat	Search Defense Counterintelligence and Security Agency *	Subject by SSN Q Q
	IS > federal > Executize > Laboret > Department of Defense > 4th Estate > Defense Counterintelligence and Security Agency	search a switch org-
] Visit Management	Organization Users Configuration	
Subject Management Org Management Order Form Library	User List Search on one or more fields at a time (Full SSN with or without dashes, Last 4 of SSN, Rint Name, Last Name, Organization, Team, Persona Name, and Email), Ning Q,include Users in My Hierarchy.	Create User
 System Settings Reports 	SSN (Last 4) Last Name $igtrianglet$ First Name $igtrianglet$ Status $igtrianglet$ Organization $igtrianglet$ Team $igtrianglet$ Persona Name $igtrianglet$ Email	
) Error Management	Active Defense Counterintellig DCSA noemail@mail.mail	View Details
> Workflow Builder Admin		

Dashboard	<i></i>					
Task Management						
Visit Management	User Profile					
Subject Management	Personally Identifiable Inf				/ Edit P	ersonally identifiable informatio
Org Management	Social Security Number 597-13-5509 Last Name	Date of Birth 05/04/1989 First Name	Middle Name	Suffix		
Order Form Library	King	Phyllis				
System Settings	Personas					+ Add Perso
Reports	Persona Name		Persona Status	Date Created	Last Updated	Action
Error Management	DELTEST		Enabled	06/21/2021	06/22/2021	1
Workflow Builder Admin	DCSA		Enabled	06/28/2021	06/29/2021	
						Reset Authentication
	Back					
t						

Step 5



National Background Investiga	tion Services						Search Subject by SSN 🔍 🚨 📴
Dashboard							
P Task Management							
🖻 Visit Management	User Profile						
Subject Management	Personally Identifiable Info					0 tai	Personally Identifiable Information
∧ Org Management	Social Security Number 597-13-5509 Last Name King	Date of Birth 05/04/1989 First Name Phydis	Middle Name	Suffix			
D Order Form Library							
System Settings	Personas						+ Add Persona
el] Reports	Persona Name		Authentication Reset		\times	Last Updated	Actions
Error Management	DELTEST		Reset this user's authentication	n.		06/22/2021	
D Workflow Builder Admin			e		Confirm	05/29/2021	
	Back						

Step 5 Continued

Task Management			Success. Reset Authentication r	and the base second second		
Voit Management			SALCEESS, NESCE Author ECUSION F	equest nas peen precesses.		
Subject Management	User Profile Personally Identifiable Inf	ormation		₽.	D'Eda Pr	r smally identifiable informatio
Org Management Order Form Library System Settings	Social Security Number 597-13-5599 Last Name King	Date of Birth 05/04/1989 First Name Phyllis	Middle Name	Suffix		
Reports	Personas					+ Add Perse
Error Management	Persona Name		Persona Status	Date Created	Last Updated	Actio
Workflow Builder Admin	DCSA		Enabled	06/28/2021	06/28/2021	Œ
	DELTEST		Enabled	06/21/2021	06/22/2021	1
	Beck					





HOW TO EDIT PERSONAL USER INFORMATION

OB AID

Users with the User Manager role can edit a user's Personally Identifiable Information (PII) information and User Persona information as needed.

EDIT USER PII

Users with the User Manager role can edit a user's Personally Identifiable Information (PII) information as needed. Below is the 6-step process for editing a user's PII. Please reference the latest NBIS Service Provider Guide or Job Aid for detailed instructions on this process.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the Users tab to see the list of users in the Org a user is viewing.
- 3. To open a User Profile, select the **vertical ellipses** under the Action column next to the desired user. Select **View Details** to open User's Profile.
- 4. Select the hyperlink Edit Personally Identifiable Information in the top right-hand corner.
- 5. Make the changes and select **Save**.

EDIT USER PERSONA INFORMATION

Users with the User Manager role can also edit a user's personal information as needed. It is important to note that if a persona is disabled, users will not be able to edit any information. Below is the 6-step process for editing a user's Persona information. Please reference the latest NBIS Service Provider Guide or Job Aid for detailed instructions on this process.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the Users tab to view the list of users.
- 3. From the Actions column, select the ellipses next to the user row and then select **View Details** to view the user's profile.
- 4. In the User Profile, select a hyperlinked Persona Name to edit.
- 5. From the bottom right of the Persona Settings screen, select **Edit** to edit the persona details. This includes editing the primary phone number, email, notification preferences, time zone, attachments, disable the Org, edit/delete the Org associations/roles, add additional Orgs and editing User Assignments.
- 6. Select **Save** to save the changes.



National Background Inves	ntigation Services	Search Subject by SSN 🔍 🛕 🔯
② Dashboard	Parent Org	Search & Switch Org
P Task Management	Parent Org 2	
Visit M 1 ment	Organization Users Configuration	
Subject warfagement	User List	Create User
∧ Org Management	Search on one or more fields at a time (Pull SSN with or without dushes, Last 4 of SSN, Rist Name, Last Name, Organization, Team, Persona Name, and Email).	
Order Form Library	king Q include Users in My Hierarchy	
System Settings	SSN (Last.4) Last Name $ au$ First Name $ au$ Status $ au$ Organization $ au$ Team $ au$ Persona Name $ au$ Email	√ Actions
al Reports	V/////////////////////////////////////	
① Error Management		3 Vew Details
D Workflow Builder Admin		

Edit User PII (Step 4)

P Task Management	User Profile Personally Identifiable Inf	ormation			/ tát Þesg	gally identifiable information
Subject Management Org Management Order Form Library System Settings	Secial Security Number 200-00-2000 Last Name King Personas	Date of Birth 05/04/1509 First Name Phydis	Middle Name	Suffix	4	Edit Personally Identifiable Information + adid Personal
all Reports	Persona Name		Persona Status	Date Created	Last Updated	Actions
Error Management Workflow Builder Admin	20000X Parent Org		Enabled Enabled	06/21/2021 06/28/2021	06/23/2021 06/29/2021	1
	Back					



Edit User PII (Step 5)

🤯 National Background investigation Services	Search Subject by SSN 🔍 🚨 📴
C Dashboard 7////////	
P Task Management	
Wisk Management User Profile Personally Identifiable Information	
Subject Management Social Security Number* Date of Birth*	
∧ org Management 5 xxxxxxxxx ost 05504/1989	
Corder Form Library	
Ining Pringing Pringi Pringing Pringing Pringing Pringing Pringing Pringing Pringing	
© System Settings	
al Reports	
Cancel	5 Save
D Workflow Builder Admin	

Edit User Persona Information (Steps 1-3)

National Background Inv		Search Subject by SSN Q
Dashboard	Parent Org	Search & Switch Org
Task Management	Parent Org 2	
Volt M	Organization Users Configuration	
] Subject sumagement	User List	Create User
Org Management	Search on one or more fields at a time (Full SSN with or without dashes, Last 4 of SSN, First Name, Last Name, Organization, Team, Persona Name, and Email)	
Order Form Library	King Q include Users in My Hierarchy	
System Settings	SSN (Last 4) Last Name $ abla$ First Name $ abla$ Status $ abla$ Organization $ abla$ Team $ abla$ Persona Name $ abla$ Ema	all V Actions
Reports	Active Parent Org DCSA nov	emal@mai.mat
) Error Management		enal@mail.mail
Workflow Builder Admin		Ŭ



Edit User Persona Information (Step 4)

Nation	al Background Investigat					54	sarch Subject by SSN 🔍 🚨
Oashbox	ard 🥢						
🏱 Task Ma							
	nagement	User Profile					
Subject	Management	Personally Identifiable Info	rmation			0 Edit Pi	ersonally.Identifiable.Information
∧ Org Ma	nagement	Social Security Number 3006-306-30000 Last Name	Date of Birth 05/04/1989 First Name	Middle Name	Suffix		
D Order Fr	orm Library	King	Phyllis				
() System:	Settings	Personas					+ Add Persona
d Reports	6	Persona Name		Persona Status	Date Created	Last Updated	Actions
Error Ma	anagement	<u>XXXXX</u>		Enabled	06/21/2021	06/22/2021	1
D Workflo	w Builder Admir 4	Parent Org		Enabled	06/28/2021	06/29/2021	1
		0					
		_					
	Ŀ	Sack					

Edit User Persona Information (Step 5)

Dashboard	11111111			
Task Management	Parent Org			
Visit Management	Polygraph	Crder Form Template Ma	NBIS Financial Manager	
Subject Management	Parent Org			
Org Management	Organization Name	Team Name	Organization User Status	
Order Form Library	Parent Org	Unassigned	Enabled	
System Settings	User Roles	Notification Manager	Org Ässignment Manager	
Reports	Org Workload Manager	Workflow Manager	Org Manager	
Error Management	User Manager	Subject Manager	Subject Profile Editor	
Workflow Builder Admin	Mass Instator Mass Instator P Task Resignment Org Relationship Manager Org Relationship Manager Special Security Officer Social Security Officer Mass Financial Manager	Program Tag Manager Case Processor Operations Manager Polygraph Instator	Aspediator Aspediator Subject Viewer Appeals Processor Component Asjudicator Order Form Template Manager	
	Back to User Profile			5



Edit User Persona Information (Step 5 Continued)

National Background Investigal	bon Services	Search Subject by SSN 🔍 🔅 🖪
Dashboard		
P Task Management		
Visit Management	Manage Persona Settings Manage User Assignments Persona Settings	View Permission/Role Descriptions
Subject Management	Persona Name	
∧ Org Management	Parent Org	
Order Form Library	Primary Phone Number* Primary Imail Address * 555-555-5050 noemail@mail.mail	
System Settings	+ Add Phone Number + Add Email Address	
al Reports	Notification Preferences	
Error Management	Internal	
D Workflow Builder Admin	Email	
	Time Zone America/tven, Vork ~ Attachments	
	New Attachments Press Attachme	DOCDOCK.These new attachments will
	Existing Attachments These are already existing attachments for this persona.	

Edit User Persona Information (Steps 5-6)

Visit Management	Descent Core			
	Parent Org			 8
Subject Management	Organization Name Parent Org	Team Name Unassigned	Organization User Status	
Org Management	User Roles			
Order Form Library	System Manager	Notification Manager	Org Assignment Manager	
	Org Workload Manager	Workflow Manager	Org Manager	
System Settings	User Manager	Subject Manager	Subject Profile Editor	
Reports	Mass Initiator	Reviewer	Adjudicator	
Error Management	Task Reassignment	Program Tag Manager	Authorizer	
	🔽 Org Relationship Manager	Case Processor	Subject Viewer	
Workflow Builder Admin	Onboarding Manager	Operations Manager	Appeals Processor	
	Special Security Officer	Polygraph	Component Adjudicator	
	Screener	Initiator	Order Form Template Manager	
	NBIS Financial Manager			
	+ Add Onsergation			





HOW TO DISABLE OR ENABLE USER PERSONAS

OBAID

DISABLE A PERSONA

Users with the User Manager role can disable user's persona. There are multiple reasons why one would want to disable a user's persona. For example, a user was retired, fired, moved to a new job, or otherwise no longer needs NBIS access for their role in the organization. If a persona is disabled, all cases in that user's worklist for their organization will return to their respective Organization's workbasket. Below is the 5-step process for disabling a Persona.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the Users tab to view the list of users.
- 3. From the Actions column, select the ellipses next to the hyperlinked persona name to disable and then select **View Details**.
- 4. Select Disable to disable the persona and choose a reason for disabling. There's an option to provide an Explanation (ex. Moved to a New Job, Retirement, Fired or Other).
- 5. **Select Continue**. A green success banner will appear at the top of the screen and the Persona Status will appear as Disabled.

ENABLE A PERSONA

Users with the User Manager role can also enable a user's persona. The Enable option will appear once a persona is disabled if you want to re-enable it. Below is the 5-step process for enabling a persona.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the **Users** tab to view the list of users.
- 3. From the Actions column, select the ellipses next to the user row and then select View Details.
- 4. To Enable a Persona, choose the **Enable** option from the ellipsis's icon under the Actions column to re-enable. A confirmation screen will appear with an explanation of why the persona was disabled.
- 5. Select **Continue.** A green success banner will appear at the top of the screen and the Persona Status will go back to Enabled.



National Background Inv	Nesigaton Services Search Subject by SS	
Ø Dashboard		& Switch Org
P Task Management	NBIG > Federal > Executive > Cabinet > Department of Defense > 4th Estate > Defense Counterinstelligence and Security Agency	
🖻 Visit Management	Organization Users Configuration	
Subject Management	User List	Create User
🔨 Org Management	Search on one or more fields at a time (Full SSN with or without dashes, Last 4 of SSN. First Name, Last Name, Organization, Team, Persona Name, and Email).	
Order Form Library	king Q include Users in My Hierarchy	
System Settings	SSN (Last 4) Last Name ∇ First Name. ∇ Status ∇ Organization ∇ Team ∇ Persona Name ∇ Email ∇	Actions
d Reports	Active Defense Counterintelig DCSA noemail@mail.mail	:
Error Management		w Details
> Workflow Builder Admin		
	-	

Disable a Persona (Step 4)

National Background Investig	gation Services				Sea	rch Subject by SSN 🔍 🔔 🔮
Dashboard Task Management						
Visit Management	User Profile Personally Identifiable Infe	ormation				sonally Identifiable Information
Subject Management Grg Management Org Management Order Form Library	Social Security Number 597-13-5509 Last Name King	Date of Birth 05/04/1989 First Name Phyllis	Middle Name	Suffix		
Order Form Library System Settings	Personas					+ Add Persona
el] Reports	Persona Name		Persona Status	Date Created	Last Updated	Actions
Error Management	DELTEST		Enabled	06/21/2021	06/22/2021	:
D Workflow Builder Admin	DCSA		Enabled	06/28/2021	06/29/2021	Reset Authentication
						Disable
	Back					Ŭ



Disable a Persona (Step 5)

anagement						
anagement			Success. Persona update rec	quest has been processed.		
t Management	User Profile Personally Identifiable Inf	ormation			Ø Edal	Personally Identifiable Informat
Form Library	Social Security Number 597-13-5509 Last Name King	Date of Birth 05/04/1989 First Name Phyllis	Middle Name	suffix D		
5	Personas					+ Add Pers
lanagement	Persona Name		Persona Status	Date Created	Last Updated	Actio
w Builder Admin	DELTEST		Enabled	06/21/2021	06/22/2021	1
	DCSA		Disabled	06/28/2021	06/29/2021	1
	Back					

Enable a Persona (Steps 1-3)

National Background Investi Dashboard						Sear	ch Subject by SSN 🔍 🔒
	Defense Counterintellig NBIS > Federal > Executive > Cabinet			ence and Security Agency			Search & Switch Org
3 Visit Management	Organization Users Conf	iguration					
3 Subject Management	User List						Create User
Org Management			I of \$5N. First Name, Last Name,	Organization, Team, Persona Name, and Ema	ei).		
Order Form Library	king Q	Include Users in My Hierarchy					
System Settings	SSN (Last 4) Last Name	♡ First Name	∇ Status ∇	Organization \heartsuit Team	🙄 🛛 Persona Name	∵ Email	♥ Actions
Reports	5509 King	Pfryilis	Active	Defense Counterintellig	DCSA	noemail@mail.mail	1
) Error Management							View Details
> Workflow Builder Admin							



Enable a Persona (Step 4)

	//////////////////////////////////////					
Management			Success. Persona update rec	quest has been processed.		
t Management ject Management	User Profile Personally Identifiable Inf	formation			0 Edit Pr	rsonally kientifiable Informat
Management er Form Library tem Settings orts	Social Security Number 597-13-5509 Last Name King Personas	Date of Birth 05/04/1989 First Name Phyllis	Middle Name	Suffix		+ Add Pers
r Management	Persona Name		Persona Status	Date Created	Last Updated	Actio
clow Builder Admin	DELTEST		Enabled	06/21/2021	06/22/2021	:
	DCSA		Disabled	06/28/2021	06/29/2021	Reset Authentication
	Back					

Enable a Persona (Step 5)

Task Management			Success. Persona upda	e request has been processed.		
Visit Management						
Subject Management	User Profile					
Org Management	Personally Identifiable Inf	ormation				Ø Edit Personally Identifiable Informati
	Social Security Number 597-13-5509	Date of Birth 05/04/1989				
Order Form Library	Last Name King	First Name Phylis	Middle Name	Suffix		
System Settings					_	
Reports	Personas		Enable Persona		\times	+ Add Pers
Error Management	Persona Name		This persona was disable: Do you want to re-enable	due to: Retirement his persona?	Last Updated	Actio
Workflow Builder Admin			E	•	Continue 06/22/2021	
			Disabled	06/28/2021	06/29/2021	
	Back					



Enable a Persona (Step 5 Continued)

ernent					
		Success. Persona update req	uest has been processed.		
t User Profile					
Personally Identifiable In	formation			25410	ersonally identifiable informati
				0 Long 13	
Social Security Number 597-13-5509	Date of Birth 05/04/1989				
Last Name King	First Name Phylis	Middle Name	Suffix		
	- rijuta				
Personas					+ Add Pers
Persona Name		Persona Status	Date Created	Last Updated	Actio
DELTEST		Enabled	06/21/2021	06/22/2021	:
DCSA		Enabled	06/28/2021	06/29/2021	:
			N		
Back					



HOW TO CREATE A USER LEVEL

The User Manager can create User Levels within Org Management that can be applied to users. User levels dictate which workflow actions are available for a given task within your organization. Note that User Levels must be used in conjunction with user assignments or assignment rules. Below is the 5-step process to create a user level.

Below is the 5-step process to create a user level.

- 1. From the left navigation menu, select Org Management.
- 2. Select the **Configuration** tab.
- 3. From the Configuration Menu drop-down, select User Levels.
- 4. To create a new template, select Add User Level.
- 5. Enter a User Level Name (required) and description (optional). Enter a Display Order number (optional) to sequentially order the users within the table. Click Save and Add. Note: To disable the User Level, click the hyperlinked User Level Name. From the Actions drop-down menu, select Edit User Level and uncheck the "Enabled" box.



HOW TO ADD AN ORGANIZATION TO AN EXISTING USER PERSONA

The User tab is accessed from Org Management in the left-hand side of the navigation panel. After the Org has been added, users with the Org Manager role must have someone with the User Manager role add them to the Org as a user—even if they have created/own the Org. Therefore, users with the User Manager role must be an existing user in NBIS with a persona already created. The existing users with the User Manager role must assign the Organization to the user persona. Below is the 9-step process for adding an organization to an existing user's persona after the Organization has been created.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the **Users** tab and navigate to the row showing the desired user.

OB AID

- 3. Select the ellipses underneath the Action column and select View Details.
- 4. Select the desired **hyperlinked Persona Name** and ensure users are in the Manage Persona Settings tab.
- 5. Scroll down to the bottom of the page and select **Edit** on the bottom right-hand side.
- 6. To add the user to an additional Organization, scroll down and select the hyperlink **+Add Organization** in the bottom-left side underneath the User Roles field.
- 7. A pop-up will appear where you can search for an organization. Once you find the Organization you want to assign to the user persona, select **"add organization."**
- 8. Users can add roles for each organization; however, this is not required.
- 9. Select **Save** in the bottom right-hand corner to complete the process of adding an Organization to a User's Persona.



National Background Inves	tigation Services	Search Subject by SSN Q Q D
Ø Dashboard	Parent Org	Search & Switch Org
P Task Management	Parent Org 2	
Visit Management	Organization Users Configuration	
	User List	Create User
🙏 Org Management	Search on one or more fields at a time (Full SSN with or without dualnes, Last 4 of SSN, Rinst Name, Last Name, Organization, Team, Persona Name, and Email).	
C Order Form Library	king Q Include Users in My Hierarchy	
System Settings	SSN (Last 4) Last Name \bigtriangledown First Name \bigtriangledown Status \bigtriangledown Organization \bigtriangledown Team \bigtriangledown Persona Name \bigtriangledown Email	
al Reports	V/////////////////////////////////////	
Error Management		View Details
D Workflow Builder Admin		

tion Services				Sea	arch Subject by SSN 🔍 🗘 📴
	rmation			2 Edit Pe	sonally Identifiable Information
Social Security Number XXX-XX-XXXX Last Name	Date of Birth 05/04/1989 First Name	Middle Name	Suffix		
King	Phyilis				
Personas					+ Add Persona
Persona Name		Persona Status	Date Created	Last Updated	Actions
XXXX		Enabled	06/21/2021	06/22/2021	:
Parent Org		Enabled	06/28/2021	06/29/2021	1
÷					
Back					
	User Profile Personally Identifiable Info Social Society Number XCX-XXXXX Personas Persona Name XXXXX Parent Org	User Profile Personally Identifiable Information Social Security Number Last Name King Personas Persona Name LXXXX Parent Org	User Profile Personally Identifiable Information Social Security Number Date of Birth COC-SOCCC DS02/1989 Last Name First Name First Name Persona Status Persona Status Enabled Parent Org Enabled	User Profile Personally Identifiable Information social Security Number Date of Birth X00X 005001599 Jate of Birth Ring Physics	User Profile Personally Identifiable Information Liser Profile



Dashboard				
Task Management	Parent Org			
🖞 Visit Management	Polygraph	Order Form Template Manager	NBIS Financial Manager	
Subject Management	 Parent Org 			
Org Management Order Form Library			ganization User Status Ibled	
System Settings	User Roles	Notification Manager	Org Assignment Manager	
Reports	Org Workload Manager	Workflow Manager	Org Manager	
) Error Management	Mass Initiator	Reviewer	Adjudicator	
Workflow Builder Admin	Task Reassignment Org Relationship Manager Org Relationship Manager Special Security Officer Special Security Officer NBI5 Financial Manager	Program Tag Manager Case Processor Ceperations Manager Polygraph Initiator	Authoriter Subject Viewer Appeals Processor Component Adjudicator Order Form Template Manager	
	Back to User Profile			5 Edit

Step 6

National Backgro	und Investigation Services		
Ø Dashboard			
🏳 Task Managemen			
🗁 Visit Management	✓ Parent Org		
	a ruicht org		
Subject Managem	Parent Org	ream warne	Inization User Status
\Lambda Org Managemen	User Roles		
D Order Form Librar		Notification Manager	Org Assignment Manager
System Settings	Org Workload Manager	Workflow Manager	Org Manager
ter system settings	User Manager	Subject Manager	Subject Profile Editor
all Reports	Mass Initiator	Reviewer	Adjudicator
Error Managemen		Program Tag Manager	Authorizer
> Workflow Builder	Org Relationship Manager	Case Processor	Subject Viewer
	Onboarding Manager	Operations Manager	Appeals Processor
	Special Security Officer	Polygraph	Component Adjudicator
	Screener	Initiator	Order Form Template Manager
	NBIS Financial Manager		
	6 + Add Organization		
	Back to User Profile		



Dashboard					
Task Management					
🖻 Visit Management	∽ Parent Org				
🗀 Subject Management	Organization Name	Team Name	Organiza	ition User Status	
∧ Org Management	Parent Org	Unassigned	Enabler	1 ~	
Order Form Library	System Manager	Notifica	tion Manager	Org Assignment Manager	
System Settings	Org Workload Manager	Workflo	r Manager	Urg Manager	
gr system settings	User Manager	Subject	Add Organization	to Persona	
10] Reports	Mass initiator	Reviewe	Search for an Organizatio		
Error Management	Task Reassignment	7 "	Test Org2021		
> Workflow Builder Admin	Org Relationship Manager	Case Pr	°		
	Onboarding Manager	Operati	n Cancel	Add Organization	
	Special Security Officer	Polygra			
	Screener	Initiator		Order Form Template Manager	
	NBIS Financial Manager				
	+ Add Organization				
	Back to User Profile				

Steps 8-9

0	National Background Investi	gation Services			Search Subject by SSN 🔍 🗘 📴
0	Dashboard				
P	Task Management	Task Reassignment	Program Tag Manager	Authorizer	
ė	Visit Management	✓ Org Relationship Manager	Case Processor	Subject Viewer	
~		Onboarding Manager	Operations Manager	Appeals Processor	
	Subject Management	Special Security Officer	Polygraph	Component Adjudicator	
Λ	Org Management	Screener	Initiator	Order Form Template Manager	
D	Order Form Library	NBIS Financial Manager			
		Y Test Org2021			0
- 1	Reports	Organization Name	Team Name	Organization User Status	
0	Error Management	Test Org2021		Enabled 🗸	
D	Workflow Builder Admin	User Roles	Workflow Manager	Org Manager	
		User Manager	Subject Manager	Mass Initiator	
		Program Tag Manager	Subject Viewer	Initiator	
		Order Form Template Manager			
		+ Add Organization			
		Back to User Profile			9 Save



HOW TO MANAGE A TEAM

A Team is a group of users within a main or sub org, which is created for internal organizational workflow management. The Team Structure Manager role can create Teams, add users to the team, and edit/delete the team.

ADD A TEAM TO AN ORGANIZATION

Below is the 5-step process to create a new Team or add a Sub Team to an existing Team.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the **Teams tab** to view a list of all existing Teams.

OB AID

- 3. To add a new Team to the organization, click the "Add Team" button. To add a Sub Team under an existing Team, select the ellipses next to the desired team and select Add Sub Team.
- 4. Complete all required fields, including a Team Name and Abbreviation, as well as any additional details. Ensure the status of the Team is "Enabled."
- 5. Select "Save and Add" to create the new team.

ADD USERS TO A TEAM

Below is the 5-step process to assign or reassign users to a team.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the **Teams tab** to view a list of all existing Teams.
- 3. Select the ellipses next to the desired team and click "Assign/Reassign User."
- 4. Begin typing and select the user's name you would like to assign/reassign. To reassign (i.e., move) a user from another team, begin typing and select the user's current team name in the "From Team" field. Note that the "Target Team" will be auto populated with the team selected.
- 5. Select "Assign/Reassign User" to save.

EDIT A TEAM

Below is the 5-step process to Edit a Team's information.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the **Teams tab** to view a list of all existing Teams.
- 3. Select the ellipses next to the desired team and click "View Team."
- 4. Click the Actions drop-down menu and select Edit Team.
- 5. Under the **Details** tab, modify any of the Team's information including the Team Name, Status (i.e., Enabled/Disabled), and Details.



- 6. Select the **Users** tab to view the current user list; click the "Assign/Reassign User" button to add new users to the team.
- 7. Select **Save** to save the updated information.

DELETE A TEAM

Below is the 5-step process to Delete a Team.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the **Teams tab** to view a list of all existing Teams.
- 3. Select the ellipses next to the desired team and click "View Team."
- 4. Click the **Actions** drop-down menu and select **Delete Team.** Note that you can only delete a Team once all users are removed from the Team and all sub-teams under the Team are removed.
- 5. A confirmation screen will appear to confirm the deletion of the Team.



UNDERSTAND USER ROLES

The NBIS methodology is to establish initial users in an organization. Then, those users create both the Subordinate Organizations (Sub-Orgs) and the users that populate them. A user's roles are bound by the Organization that they are part of. The parent Organization manages and controls user role options across their Sub-Orgs based on their required functions to support the end-to-end Personnel Vetting (PV) Process. Users can be assigned different roles across various Organizations/Sub-orgs within NBIS, which would give them unique roles in each Organization/Sub-org necessary to execute varied job functions from a single account. An account must be created for a user and given an assigned Persona name that is required when logging in. Multiple Personas can be utilized when a single user has multiple positions requiring NBIS access, as opposed to a single position with varied functions, which would only require a single persona.

HOW TO ACCESS USER ROLE DESCRIPTIONS

OBAID

The User Role Descriptions document is a list of user roles and the privileges associated with each of them. It is important that users with the User Manager role leverage the User Role Descriptions that are available in NBIS to ensure they are assigning NBIS privileges based on the user's designated functions and roles. The User Role Descriptions can be accessed in the following three ways:

- 1. Org Management Tab > Actions > Add Org > Scroll down below Org role field to select the hyperlink titled View Permission/Role Descriptions.
- 2. Org Management Tab > User Tab > Ellipses > View Details > Select Persona Name > Link to View Permission/Role Descriptions is in the top right-hand corner.
- 3. User Initials Icon > Profile > Select the hyperlinked Persona Name > Link to View Permission/Role Descriptions is in the top right-hand corner of the "Persona Settings" screen

REVIEW USER ROLE DESCRIPTIONS

The User Role Descriptions can be accessed within NBIS as a link when creating an Org and referenced to make informed decisions when choosing roles assigned to each user. It is important to note that not every user will have the same roles based on their responsibilities and levels of access. In addition, the roles available to the users in a particular Organization is dependent upon the Organization's Type, Functions, and Roles. The list below provides examples of some of the user role descriptions.

- Authorizer: An Organization user who reviews entire cases, completes financial details, edits certain Order Form details, and decides whether to approve, reject or hold cases.
- Facility Security Officer: A user that can manage subjects and complete actions such as initiating case requests, manually create adjudication cases, add/edit subjects' PII, contractor affiliations, access, and complete appeals and visit requests for subjects. They can also create, edit, request, and approve visit events; manage interim determinations from the subject profile; and manually reassign tasks to users in their org.
- Initiator: An Organization user who initiates the Subject/employee investigation, selects form(s) to be completed by the Subject, completes the Top-Level Org Usage Block (AUB), contacts

Subjects/employees to inform them that they should complete the investigation form(s) using eApp, requests an Authentication reset and cancels/un-cancels requests.

• **Mass Initiator**: A user that can mass initiate subjects in the system. This role also has access to view subjects in Subject Management.

OB AID NBIS

- **Notification Manager**: A user that is responsible for creating, customizing, and managing criteria for automatic alerts that can be used throughout the lifecycle of a case.
- Onboarding Manager: A user that can manage Org Levels and create Orgs with grouped Org Levels. This role also has permissions to add any function or Org type to an Org regardless of inherited restrictions.
- Order Form Template Manager: A user that can manage Order Form Templates for their organizations.
- **Org Assignment Manager:** A user that is Responsible for setting an organization's priorities for work assignments to enable the automatic routing of tasks.
- **Org Manager**: A user that is responsible for creating an organization's hierarchy and assigning associated roles for each hierarchy element.
- Org Relationship Manager: A user who can manage Org relationships established between Organizations outside each other's hierarchy or servicing relationships to Orgs in their hierarchy, in the Org Relationship tab.
- **Org Workload Manager:** A user that can manage skillsets of users in their organization and manually assign cases to users within their organizations.
- **Program Tag Manager:** A user that can manage the program tags that are available for their organizations.
- **Reviewer:** A user who reviews the submitted Standard Form (SF8X) for accuracy and completeness and determines whether the form is suitable to move the request for investigation forward (i.e., makes a go/no-go decision).
- **Subject Viewer:** A user that can view subject information from within Subject Management, as well as visit information within Visit Management.
- **Task Reassignment:** A user that can reassign cases to users within their team or, if unassigned to a team, to others who are unassigned within their organization from within the Order Form. Needs to be paired with Initiator, Reviewer, or Authorizer.
- User Manager: A user that is responsible for establishing roles and permissions for individuals within an Organization, Sub-Organization(s), and team(s).
- Workflow Manager: A user that is responsible for determining the routing of new case initiations through the Review, Authorize and Investigation processes.



HOW TO ADD A USER TO THE NBIS SYSTEM

OB AID

Prior to creating a new user, an organization must receive the user's completed PSSAR form, to include necessary training certifications. The user then must be created in NBIS and added to their specific organization or hierarchy. Users with the User Manager role can create users and assign them appropriate roles and access privileges based on their responsibilities. Users are first created and then given a persona/multiple personas and roles for their specific duties. Below is the 15-step process for how to Grant NBIS System Access, create a User, and Add a Persona to a User.

HOW TO GRANT ACCESS

- 1. Users must submit a completed **Personnel Security System Access Request (PSSAR) form** to the Organization's Onboarding Manager(s). The PSSAR documents the formal account request, provides accountability for the User, requests account deletions, and makes changes to User roles and permissions.
- 2. Prior to provisioning a user into NBIS, an organization must review, approve, and maintain the User's PSSAR Form to confirm the following in order to grant system access:
- a. The individual has completed the necessary training with regards to Security Awareness and safeguarding Personally Identifiable Information (PII)
- b. The Nominating Official has certified the applicant meets the requirements to grant the system access request
- c. The Validating Official has verified that the individual meets the investigation requirements and has a need-to-know reason to access the system.
- d. The completed PSSAR and training documents must be properly maintained by the Organization to adequately reflect policy compliance.
- 3. Once the User's PSSAR has been completed, reviewed, and approved, the User can be granted access to the NBIS System.

HOW TO ADD A USER AND USER PERSONA

- 1. Navigate to Org Management on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the Users tab.
- 3. From the right-hand side, select Create User button.
- 4. In the SSN Search text box, enter the user's **social security number** (located in Block 11 of the PSSAR) and select **Continue**. If the user does not exist in the system, the Create User screen displays. Note: If the user already exists, the existing user record will display, see View User for more information. User Managers will be able to modify the SSN and DOB after the user is created. However, the system will not allow users to search their own SSN.



- 5. Fill in the required Personally Identified Information (PII) under **User Profile**, indicated with a red asterisk. Note: The User's First and Last Name can be found in Block 1 of the PSSAR and their DOB can be found in Block 9.
- 6. After filling out all user information, select **Continue** to create a Persona to add to a user. Note: A Persona represents an account with its roles and privileges that the user will have for the org associated to the persona. A persona will also represent an account the user will use to login to the system. A user can have multiple personas that are associated to multiple orgs.
- 7. In the Manage Persona Settings tab, enter "NBIS User" as the user's **Persona Name**. The Persona Name cannot be changed once the Persona is created.
- 8. Enter **Primary Phone Number** (PSSAR Block 4) and Email Address (PSSAR Block 5). Select a Notification Preference option and the appropriate Time Zone. Note: The Internal option displays notification alerts in the top right corner of the application where the bell symbol is located. The Email option will route notifications to the primary email address entered for the user.
- 9. Select **Add Attachment** to upload required documents. Users will receive a pop-up asking: "Are you sure you want to upload a file." Select "Browse" to search your files for the required documents. Select the following Attachment Categories for the required documents listed below:
 - a. System Authorization Access Request (PSSAR Form)
 - b. Training Certificate (Cyber-awareness Training Certificate and PII Training Certificate)
- 10. The Organization context should be pre-populated based on the Org in which the user with the User Manager role is creating the Persona. Select the User Roles the user will be granted within the Organization. At least one role must be selected at the time of creation. Enable is automatically selected as Organization User Status. Users can add additional Orgs by selecting +Add Organization.
 - Note: Users can also add User Assignments by entering information in the Manage User Assignments tab. The full process for how to add a User Assignment will be covered in the "Add User Assignments Template to a User" task. Users will receive a pop-up asking if they'd like to proceed with completing the User Profile if they do not create a User Assignment.
- 11. Select Complete User Profile to save it.



Dashboard	Parent Org						Search & Switch Org.
Task Management	Parent Org 2						
Visit Management	Organization Users	Configuration					
] Su 1 anagement	User List						
Org Management		ids at a time (Full SSN with	or without dashe	e. Last 4 of SSN. First Nar	ie. Last Name. Organization. Team. Persona		3 Create User
Order Form Library	Search	Q Include Use			n, san mering segerization, ream, rersona	manning an a grinning.	
	SSN (Last 4) Last N	ime ⊽ First Na	ime 🖓	Status $ abla$ Organi	tation \bigtriangledown Team \bigtriangledown Per	sona Name 🖓 Email 🖓	Actions
System Settings	55N (Last 4) Last Na X000X X000000X	ime ⊽ First Na XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ime ⊽ XXXX	Status V Organi		sona Name 🖓 Email 🛛 🖓	Actions
System Settings						sona Name ♥ Email ♥	
System Settings Reports					X XX@gmail.com	sona Name 🖓 Email 🛛 🖓	
System Settings Reports	X00000X X0000X	XXXX XXXX	XXXX	XX XXX	X XX@gmail.com X XX@gmail.com	sona Name 🕆 Email 🛛 🖓	
System Settings Reports		XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX XXXXX	xx xxxx xx xxxx	X XX@gmail.com X XX@gmail.com X XX@gmail.com	sona Name ♥ Email ♥	:

How to Add a User and User Persona (Step 4)

National Background In	nvestigation Services Search Subject by SSN 🔍 🗘 📵
Ø Dashboard	Create User
P Task Management	CTU Carach
Visit Management	SSN Search Please enter user's social security number to check if the user already exists.
Subject Management	Social Security Number*
🙏 Org Management	
Order Form Library	
System Settings	Back
ell Reports	
Error Management	

How to Add a User and User Persona (Steps 5-6)



. 🚱	National Background Inve	stigation Services	Search Subject by SSN 🔍 🛕 🤒
0	Dashboard	Create User	
Р	Task Management		
2	Visit Management	User Profile	
0	Subject Management		
Λ	Org Management	Social Security Number* Date of Birth* 303-99-1010 10/10/1990	
۵	Order Form Library	Last Name* First Name* Middle Name Suffix King Phyllis II Select suffix	
0	System Settings	Personas	
đ	Reports	Please click Continue' to add a persona to this user. A persona allows users to have capabilities within the system.	
0	Error Management		
		Cancel	6 Continue

How to Add a User and User Persona (Steps 7-8)

6	National Background Inves	igation Services	Search Subject by SSN 🔍 🛕 🚇	
0	Deshboard	Add Persona		
Р	Task Management			
2	Visit Management	Info. Please fill out all required Settin	gr fields and select at least one User Role per Organization.	
-	Subject Management	Manage Persona Settings Manage User Assignments		í.
Δ	Org Management	Persona Settings 😳	View Permission/Role Descriptions	L
D	Order Form Library	Persona Name *		L
•	System Settings			Į.
		Primary Phone Number * Primary Email Address * 123456789 nomail@mail.mail		l
0	Error Management	+ Add Phone Number + Add Email Address		
		Notification Preferences		ł
		🖌 Internal		I.
	8	Email		L
		Time Zone		
		America/New_York		

How to Add a User and User Persona (Step 9)



② Dashboard	Add Persona	
P Task Management		
Visit Management	Info. Please fill out all required Settings' fields and select at least one User Role per Organization.	×
Subject Management	Notification Preferences	^
↑ Org Management	Email	
Order Form Library	Time Zone America/New, York	
System Settings		
d Reports	Attachments	
Error Management	9 New Attachments * Please attach this user's persona System Access Authorization form, and any other documents your persona organization(z) requires. You may only attach the following file types or formats: PDF.Tif.TiFF.PNG.JPG.pPG.DOC.DOCX. These new attachments will populate onto the existing attachments table once the persona changes are saved. + Add Attachment	
	Parent Org	
	Parent Org	*

How to Add a User and User Persona (Steps 10-11)

ure Manager anoger In Eduar
n våta.
n våta.
n våta.
n våta.
g Manager
sor
Nanagar
rity Officer
al Manager
al Manager
Manager -



HOW TO VIEW USER PROFILES

Users with the User Manager role can view user profiles within an organization hierarchy. Below is the 3step process for viewing existing users in NBIS.

- 1. Navigate to **Org Management** on the left-hand side of the navigation panel and switch to the designated Org (if needed).
- 2. Select the **Users** tab to view a list of users within the selected Organization.
- 3. From the Actions column, select the ellipses icon (...) next to the desired user row, then select **View Details** to view the User's profile details.

National Background Inve	stigation Services Search	h Subject by SSN 🔍 🚨 📴
② Dashboard	Parent Org	Search & Switch Org
P Task Management	Parent Org	
Visit Management	Organization Users Configuration	
🗋 Subje 📩 ement	User List	Create User
A Org Management	Search on one or more fields at a time full SBN with or without dashes, Last 4 of SBN, First Name, Last Name, Organization, Team, Persona Name, and Email).	
Order Form Library	king Q Include Users in My Hierarchy	
System Settings	SSN (Last 4) Last Name $ au$ First Name $ au$ Status $ au$ Organization $ au$ Team $ au$ Persona Name $ au$ Email	
al Reports	5509 King Phyllis Active Parent Org Parent Org noemal@mail.ma	i
Error Management		3 View Details
D Workflow Builder Admin		



HOW TO CREATE AND VIEW A USER ASSIGNMENT TEMPLATE

Users with the User Manager role can create standard templates to use when completing a user's assignment capabilities in their user profile for a more efficient way of completing that information. Once created, User Assignment Templates are used to apply assignment attributes to an individual user in one persona and multiple assignments can be added within one template. This can be particularly helpful/timesaving if you have many users that require the same assignment logic.

CREATE A USER ASSIGNMENT TEMPLATE

JOBAID

Below is the 12-step process for how to Create a User Assignment Template.

- 1. From log in, select Org Management from the navigation menu on the left.
- 2. Switch to the designated Org (if needed) and select the **Configuration** tab.
- 3. From the Configuration Menu drop-down, select User Assignment Templates.

National Background Inv	estigation Services
Ø Dashboard	Parent Organization
P Task Management	Parent Organization
🔁 Visit Management	Organization Users Configuration 2
Subject Management	Select a configuration item using the menu below.
1 A Org Management	Configuration Menu User Assignment Templates
Order Form Library	Assignment Rules
System Settings	Notifications
II Reports	Form Routing
Error Management	Workflow Builder
	Service Catalog
	Program Tags
	Organization Relationships
	Ingest Management
	User Levels
	Modules
	3 User Assignment Templates
	User Assignment Templates A user assignment template is used to apply the assignment attributes to multiple user personas at one time. To add a new user assignment template, select the Add Template button. To view an existing us assignment template, select the applicable Template Name hyperlink.
	Display Order Template Name Description



4. To create a new template, select Add Template.

National Background Inve	estigation Services			Search Subject by SSN 🔍 🚨 🔍
② Dashboard	Parent Organi	zation		Search & Switch Org
🏳 Task Management	Parent Organization			
🖻 Visit Management	Organization	Configuration		
Subject Management	Select a configuration iter	m using the menu below.		
🔥 Org Management	Configuration Menu			
Order Form Library	User Assignment Temp	plates V		4
System Settings			rat one time. To add a new user assignment template, select the Add Template button. To view an existing user	Add Template Add User Assignment Template
III Reports	Display Order	Template Name	Description	Add User Assignment lemplate
Error Management	onpoy order			
	1	AGC	Test	Enabled
	1	Initiate	Ability to Initiate Investigations	Enabled
	5	TestTemplate	Testing Delete/Edit/Disable	Enabled
		review and auth		Enabled
		Int. Rev. Auth. Returned from ISP. Retu from Auth	Ability to initiate review and authorize and Returned from ISP	Enabled
		Adjudication and Appeals	Adjudication and Appeals Processing	Enabled
	1			

- 5. Provide the Template Name, Status, Display Order, Description, and User Level.
- 6. If the user will be receiving automatically assigned work, configure the User Capacity and Assignment Threshold Values. Note: The User Capacity defines the maximum number of assignments a user can automatically be assigned; however, users can still be assigned a case manually, which may exceed the user's capacity. The Assignment Threshold defines the number of assignments a user owns before the system automatically assigns additional tasks. These fields are required if Automatic and/or Manual Assignment method is selected for an assignment.
- 7. Select **Add Assignment** to add an assignment within the User Assignment Template. Multiple assignments can be added.



National Background Inv	vestigation Services	Search Subject by SSN 🔍 🚨
② Dashboard	Parent Organization	Search & Switch Org
P Task Management	Parent Organization	
Visit Management	Organization Uters Configuration	
Subject Management	Select a configuration item using the manu below.	
∴ Org Management	Configuration Menu User Assignment Templates	
Order Form Library System Settings	Add User Assignment Template Complete the fields below to edit the user assignment template or add a new assignment to this template.	
al Reports	Template Name Status Display Order Display	
 Error Management 	Description	
	5	
	User Level.	
	User Capacity © Assignment Threshold © e.s. 5 6	
	The Add Assignment hyperlink adds a new user assignment within this template. + <u>Add Assignment</u>	
	Cancel	Save and Add

- 8. Enter the **Assignment Name**. Select the Phase for the assignment from the drop-down menu. The phase determines what phase of the case the user can work on. Additional fields will populate depending on the phase selected.
- 9. From the drop-down menus, select the appropriate **Case Type(s)** and **Workflow Status** for the user. These sections indicate the types of cases or tasks users want a user to be capable of working.
- 10. From the drop-down menu, select any applicable **Program Tags** needed for this assignment configuration.
- 11. Select the **Assignment Method**. Select either Manually Assign to a Capable User or Automatic and/or Manual Assignment.
- 12. Select **+Add Assignment** to add another assignment within the same template or click **Save and Add** if users do not need to add another assignment.



Dashboard	Parent Organization		Search & Switch Org
Task Management	Parent Organization		
Visit Management	Description		
Subject Management			
Org Management	User Level		_
Order Form Library	Select User Level 🗸	Depending on what users select for Phase, may prompt	
	User Capacity 🔿 Assignment Threshold 🔿	users to select an option for the Workflow Status. For	
System Settings	e.g. 10 e.g. 5	example, if "Interim" is selected fr the Phase, the field for	
Reports	~ Assignment 1	Workflow Status will appear.	E
Error Management	Assignment Name Phase	Workflow Status	
	8 Enter Assignment Name Select Phase		
	Case Types Program Tags	Closed	
1	9	Received Reopen	
	Assignment Method	Resuspense Approval	
	Manually Assign to a Capable User		
	Automatic and/or Manual Assignment	× · · · · · · · · · · · · · · · · · · ·	
	The Add Assignment hyperlink adds a new user assignment within this template.	4	
	12 Add Assignment This part of step twelve is o	ntional. Only click the	
	add multiple assignments w		Save and Add
	Assignment Template that u		

VIEW A USER ASSIGNMENT TEMPLATE

Users with the User Manager role can also view User Assignment Templates. Below is the 4-step process for how to View User Assignment Templates.

- 1. From log in, select **Org Management** from the navigation menu on the left.
- 2. Switch to the designated Org (if needed) and select the **Configuration** tab.
- 3. From the Configuration Menu drop-down, select **User Assignment Templates**. This will prompt users with the list of existing User Assignment Templates.



		National Background Inv	estigat	tion Services
	0	Dashboard	Pa	arent Organization
	P	Task Management	Par	rent Organization
	Ø	Visit Management		Organization Users Configuration 2
		Subject Management		Select a configuration item using the menu below.
1	~	Org Management		Configuration Menu
	D	Order Form Library		User Assignment Templates
	٩	System Settings		Notifications
	a	Reports		Form Routing
	0	Error Management		Workflow Builder
		citor management		Service Catalog
				Program Tags
				Organization Relationships
				Ingest Management
				User Levels
				Modules
		(3	User Assignment Templates
				User Assignment Templates A user assignment template is used to apply the assignment attributes to multiple user personas at one time. To add a new user assignment template, select the Add Template button. To view an existing us assignment template, select the applicable Template Name hyperlink.
				Display Order Template Name Description

4. Select the **hyperlink** within the Template Name column to view the details of any specific User Assignment template.

National Background Inve	stigation Services			Search Subject by SSN Q
Ø Dashboard	Defense Counte	Search & Switch Org		
P Task Management	NBIS > Federal > Executive	> Cabinet > Department of Defense > 4th Estate > Defense Co	unterintelligence and Security Agency	
🔁 Visit Management	Organization Users	Configuration		
Subject Management	Select a configuration item	using the menu below.		
∧ Org Management	Configuration Menu User Assignment Temp	lates		
Order Form Library	User Assignment Temp	aites ~		
Ø System Settings			s at one time. To add a new user assignment template, select the Add Template button. To view an existing user	Add Template
III Reports	Display Order	Template Name	Description	Status
Error Management	1	AGC	Test	Enabled
	1	Initiate	Ability to initiate Investigations	Enabled
	s 4	TestTemplate	Testing Delete/Edit/Disable	Enabled
		review and auth		Enabled
		Int-Rey.Auth-Returned from ISP.Retu from Auth	Ability to initiate review and authorize and Returned from ISP	Enabled
		Adjudication and Appeals	Adjudication and Appeals Processing	Enabled



HOW TO EDIT, DISABLE, OR DELETE USER ASSIGNMENT TEMPLATES

Users with the User Manager role can Delete a User Assignment Template if a user's assignment changes or if the team's assignments change. Additionally, users with the User Manager role can Disable a User Assignment Template just in case users may not need to use the template now but will want to use it later. A Disabled User Assignment Template can always be enabled at any time. However, once the User Assignment Template has been deleted it cannot be retrieved and is permanently deleted. Below outlines the 6-step process to Edit, Disable, or Delete a User Assignment Template.

1. From log in, select **Org Management** from the navigation menu on the left.

OBAID

- 2. Switch to the designated Org (if needed) and select the **Configuration** tab.
- 3. From the Configuration Menu drop-down, select User Assignment Templates.

S 1	National Background Inve	stigation Services	
@ D	ashboard	Parent Organization	
Рта	ask Management	Parent Organization	
🗁 Vi	ísit Management	Organization Users Configuration 2	
🗀 su	ubject Management	Select a configuration item using the menu below.	
1 ^ •)rg Management	Configuration Menu	
0 0	order Form Library	User Assignment Templates Assignment Rules	<u> </u>
@) Sy	ystem Settings	Notifications	
il R	eports	Form Routing	
() Er	rror Management	Workflow Builder	
		Service Catalog Program Tags	
		Organization Relationships	
		Ingest Management	
		User Levels	
		Modules	
		User Assignment Templates	
		User Assignment Templates A user assignment template is used to apply the assignment attributes to multip assignment template, select the applicable Template Name hyperlink.	le user personas at one time. To add a new user assignment template, select the Add Template button. To view an existing us
		Display Order Template Name	Description



4. From the list of User Assignment Templates, select the actual template users would like to edit under the Template Name column.

Rational Background Investig	gation Services			Search Subject by SSN Q
Ø Dashboard		rintelligence and Security Agency \star		Search & Switch Org
P Task Management	NBIS > Eederal > Executive	> Cabinet > Department of Defense > 4th Estate > Defense Control of	punterintelligence and Security Agency	
Visit Management	Organization Users	Configuration		
Subject Management	Select a configuration iten	n using the menu below.		
A Org Management	Configuration Menu User Assignment Temp	slates v		
Order Form Library				
System Settings	User Assignment A user assignment templa	ate is used to apply the assignment attributes to multiple user persona	as at one time. To add a new user assignment template, select the Add Template button. To view an existing user	Add Template
all Reports	assignment template, sei	ect the applicable Template Name hyperlink. Template Name	Description	Status
Error Management	1	AGC	Test	Enabled
	1	initiate	Ability to initiate investigations	Enabled
	s 4	TestTemplate	Testing Delete/Edit/Disable	Enabled
		review and auth		Enabled
		Int. Rev. Auth. Returned from ISP. Retu from Auth	Ability to initiate review and authorize and Returned from ISP	Enabled
		Adjudication and Appeals	Adjudication and Appeals Processing	Enabled

5. Select the Actions drop-down menu. Users will be prompted with Edit and Delete options.

National Background Inve	estigation Services	Search Subject by SSN Q
② Dashboard	Defense Counterintelligence and Security Agency *	Search & Switch Org
P Task Management	NBIS > Executive > Cabinet > Department of Defense > 6th Estate > Defense Counterintelligence and Security Agency	
🔁 Visit Management	Organization Users Configuration	
Subject Management	Select a configuration item using the menu below.	
A Org Management	Configuration Menu User Assignment Templates	
Order Form Library	User Assignment Templates	
System Settings	View User Assignment Template View the existing user assignments associated with this user assignment template below. Click the Actions dropdown to edit or delete the user assignment template. Template them are assignment template.	Actions ~
all Reports	Template Name Status () Display Order TestTemplate Enabled S	Delete Template
Error Management	Bescription Testing Delete/Eds/Disable	
	User Level	
	User Capacity Assignment Threshold 10 5	
	 Assignment 1 	
	Assignment Name Phase TestAssignment Initiation	
	Case Types Program Tags (Simon Agency Creds) (Size 2 Reviveringeton) (Two 4 Revergence) (Tere 5	
	Assignment Method	



6. To delete the User Assignment Template, select **Delete Template**. Users will be prompted with a warning screen. Select Delete again. The deleted User Assignment Template will not appear in the list of existing User Assignment Templates screen; this will be confirmation that users successfully deleted the User Assignment Template.

National Background Inve	estigation Services	Search Subject by SSN Q Q
② Dashboard	Defense Counterintelligence and Security Agency *	Search & Switch Org
P Task Management	NBS > Enterni > Encourses > Galaines > Department of Defence > sub-Enter > Defence Counterintellipence and Security Avency	
Visit Management	Organization Users Configuration	
Subject Management	Select a configuration teem using the menu below.	
∧ Org Management	Configuration Menu	
Order Form Library	User Assignment Templates	
System Settings	View User Assignment Template Investige ensurements associated with this user assignment temp	Actions
all Reports	Template Name Status Delete User Assignment Template X	
Error Management	TestTemplate Disabled Delete this user assignment template?	
U thor waragement	Description Textus Delete 1645 Disable	
	Testing Deleter (Sdd Duable Cancel 6 Deleter	
	User Capacity Assignment Threshold 10 5	
	 Assignment 1 	
	Assignment Name Phase Technisportent instation	
	Case Types Program Tags	
	(National Agency Chard) Tax 2 familiation)	
	(Ter 4 Ann-Vergerich) (Ter 5) Ansignment Method	
	Assignment Methode	

7. To edit or disable the User Assignment Template, select **Edit Template**; this will bring users to the Edit User Assignment Templates page. From the Edit User Assignment Templates page, users can configure and edit any User Assignment Template details.

Dashboard	Defense Counterintelligence and Security Agency *	Search & Switch Ors
¹ Task Management	NBIS > Eederal > Executive > Cabinet > Department of Defense > 4th Estate > Defense Counterintelligence and Security Agency	
3 Visit Management	Organization Users Configuration	
Subject Management	Select a configuration item using the menu below.	
Org Management	Configuration Means	
	User Assignment Templates	
) Order Form Librar		
System Setting 7	Edit User Assignment Template	
	Complete the fields below to edit the user assignment template or add a new assignment to this template.	
Reports	Template Name Status () Display Order () TestTemplate () Enabled ()	
) Error Management	Testiempare	
	Description	
	Testing Delete/Edit/Disable	
	User Level.	
	Seed over Level	
	User Capacity ① Assignment Threshold ③	
	10 5	
	Assignment 1	1
	Assignment Name Phase	
	TestAssignment Initiation	



8. Select the **+Add Assignment hyperlink** to a add a new assignment within the existing User Assignment Template. Complete all required fields including Assignment Name, Phase, Case Types, Program Tags and Assignment Method. Click Save at the bottom right corner. After users click Save, users will return to User Assignment Templates home screen/User Assignment Templates list.

National Background Investig	Search Subject by SSN (QQ
② Dashboard	Defense Counterintelligence and Security Agency *	tch Org
Task Management	NBIS > Federal > Executive > Cabinet > Department of Defense > Ath Estate > Defense Counterintelligence and Security Agency	
Visit Management	Organization Users Configuration	
Subject Management	Select a configuration item using the menu below.	
∧ Org Management	Configuration Menu	
Order Form Library	User Assignment Templates	
③ System Settings	Add User Assignment Template Complete the fields below to did the user assignment template or add a new assignment to this template.	
al Reports	Template Name Status ③ Display Order ③ De	
① Error Management	Description	
	User Level Select User Level	
	User Capacity (*) Assignment Threshold (*) (e.g. 10 (e.g. 5)	
	The Add Assignment hyperlink adds a new user assignment within this template.	
8	+ Add Assignment	
	Cancel Save and	Add



9. To **Disable** the User Assignment Template, make sure the **Enabled box** beneath status is unchecked in order to disable the User Assignment Template. Click **Save** in the bottom right corner. Users will return to the list of existing User Assignment Templates displaying all User Assignment Templates organized by their display order.

Rational Background Inve	estigation Services	Search Subject by SSN 🔍 🛕 🚺
 Dashboard Task Management 	Defense Counterintelligence and Security Agency * NBIS > External > Executive > Caluet > Determined Defense > 4th Exter > Defense Counterintelligence and Security Agency	Search & Switch Org
Visit Management	Organization Users Configuration	
Subject Management Org Management	Select a configuration item using the menu below. Configuration Menu	
Order Form Library	User Assignment Templates	
 System Settings all Reports 	Edit User Assignment Template Complete the fields below to edit the user assignment template, or bit a sone assignment to this template. Template Name	
Error Management	Testing Template	
D Workflow Builder Admin	Uter Level O	
	5 ~	
	User Capacity (*) Assignment Threshold (*) 55 10	
	Assignment 1 	8
	Assignment Nume Phase Assignment Test Initiation	



HOW TO ADD A USER ASSIGNMENT TEMPLATE TO A USER

JOBAID

User Assignments manage the number of tasks a user is assigned to perform within the context of the Organization. User Assignments are what allow a user to work on cases with certain attributes. User Assignments can be applied when creating a user from the Manage User Assignments tab and also appears as a notification if a new user created without assigning a user assignment. Below is the 12-step process for how the users with the User Manager role can add a User Assignment to an existing user.

- 1. From initial log in, select the Org Management tab from the navigation menu on the left.
- 2. Switch to the designated Org (if needed) and select the Users tab.
- 3. Scroll through the existing users from the User List to **identify the user** to add/apply an assignment template to.
- 4. From the Actions column, select the ellipses (three vertical dots) and select **View Details** to be prompted with the User Profile screen.

National Background In									
Ø Dashboard	Parent Organi								Search & Switch
P Task Management	Parent Organization								
Visit Management	Organizat, 2 Use	rs Configuration							
Subject Management	User List								Create
∧ Org Management	Search on one or more	fields at a time (Full SSN with	or without dashes. Last 4	4 of SSN, First Name, Last I	lame. Organization. Team. Pe	rsona Name, and Email).			create
Order Form Library	king	Q Include Us	ers in My Hierarchy						
System Settings	3 SSN (Last 4) La	ast Name	7 First Name	∵ Status	♥ Organization	∀ Team	♡ Persona Name	♡ Email	√ A
II Reports			Phyilis	Active	Parent Organi:	zation	DCSA	noemail@mail.mail	4
							D C D C	The group of the state of the	
① Error Management	5509 Ki	ng							
 Error Management Visit Management 	Organization Us								
년 Visit Management	Organization Usi User List	ers Configuration			Name. Organization. Team. Pl	risona Name, and Emaily.			Create
 Visit Management Subject Management 	Organization Usi User List	ers Configuration				irsona Name, and Emaily.			Create
Visit Management Subject Management K Org Management	Organization Usa User List Search on one or more king	ers Configuration	h or without dashes. Last			irsona Name, and Emaily.	V Persona Name	∑ Email	Create
 Visit Management Subject Management Org Management Order Form Library 	Organization Usi User List Search on one or more king SSN (Last 4)	ers Configuration	h or without dashes. Last sers in My Hierarchy	4 of SSN. First Name. Last	Name. Organization, Team. Pi	♡ Team		∑ Email noemai@mail.mai	

5. Click the **hyperlink** for the user's persona under the persona name column. If a user has multiple personas, make sure to select the Persona to edit/work on and be prompted with Persona Settings page.



National Background Invest	igation Services				Se	arch Subject by SSN Q
Dashboard						
☐ Task Management						
📴 Visit Management	User Profile				A	
Subject Management	Personally Identifiable Inf				<u>/ Edit Pe</u>	rsonally Identifiable Information
∧ Org Management	Social Security Number 597-13-5509 Last Name	Date of Birth 05/04/1989 First Name	Middle Name	Suffix		
Order Form Library	King	Phyilis				
System Settings	Personas					+ Add Persona
III Reports	Persona Name 5		Persona Status	Date Created	Last Updated	Actions
Error Management	Persona 1		Enabled	06/21/2021	06/22/2021	1
D Workflow Builder Admin	Person a 2 Persona Details		Enabled	06/28/2021	06/28/2021	1
	Back					

- 6. Select Manage User Assignments tab.
- 7. Click the **Edit** button on bottom right of screen to be prompted with Organization, User Level and User Assignment Templates fields.

National Background Invest	gation Services	Search Subject by SSN Q
② Dashboard		
P Task Management	Parent Organization	
Visit Management	Manage Persona Setting: Manage User Assignments 6	
Subject Management	User Assignments 🐵	
∧ Org Management	Organization User Level © Parent Organization ✓ —	
Order Form Library	User Capacity Assignment Threshold	
System Settings	55 10	
III Reports	 Assignment 1 	
Error Management	Assignment Name Phase Assignment Test Initiation	
D Workflow Builder Admin	Case Types Program Tags Ter 2 Ter 4 Ter 5 Assignment Method Automatic and/or Manual Assignment	
	Back to User Profile	7 Edit



- 8. Complete all required fields, including those from step 7 in addition to selecting the Organization, User Capacity, and Assignment Threshold.
- 9. Under the Organization drop-down menu, make sure the organization selected correlate to where the User Assignment template is housed.
- 10. From the User Assignment Template drop-down options, select the appropriate User Assignment Template to add to the user. Select **Apply Template**.

National Background Inve	stigation Services		Search Subject by SSN 🔍 🗘 📴
Ø Dashboard			
☐ Task Management	Manage Persona Settings Manage User Assignments		
Visit Management			
Subject Management	Organization User Level	0	User Assignment Template
∧ Org Management	8 Parent Organization Select User Level	10	Select Apply Template Select
Crder Form Library	User Capacity Assignment Threshold () 8 55 9 10 9		Initiate
System Settings		10	AGC Testing Template
al Reports	The Add Assignment hyperlink adds a new user assignment within this template. ++ <u>Add Assignment</u>		Int, Rev. Auth, Returned from ISP, Retu from Auth review and auth
Error Management			Adjudication and Appeals
D Workflow Builder Admin	Back to User Profile		Screening Interim Determination Component Adjudication



- 11. After selecting/applying the appropriate template, the User Assignment Template details will display. Verify that the details of the assignment are accurate (Assignment Name, Phase, Case Types and Assignment Method). It is optional to add multiple assignments to a user by clicking the +Add Assignment button.
- 12. Once all assignments are added, select **Save** at the bottom right of the User Profile.

6	National Background Inv	vestigation Services	Search Subject by SSN Q Q
Ø	Dashboard		
Ρ	Task Management	Manage Persona Setting: Manage User Assignments	*
	Visit Management		
	Subject Management	User Assignments ① Organization User Level ① User Assignment Template	
Λ	Org Management	Parent Organization Select User Level	✓ Apply Template
٥	Order Form Library	User Capacity ③ Assignment Threshold ③	
٩	System Settings	55 10	Ca
iđ	Reports	Assignment 1	•
0	Error Management	Assignment Name 11 Phase 11 Initiation V 11	
D	Workflow Builder Admin	Case Types Program Tags	
	(11 Ter2 × Ter4 × Ter5 × ✓ 11	
		Assignment Method	
		Manually Assign to a Capable User Automatic and/or Manual Assignment	
		The Add Assignment hyperlink adds a new user assignment within this template.	
		+ Add Assignment 11	
		Back to User Profile	12 Save



ACRONYMS AND DEFINITIONS.

ACCM - alternative compensatory control measures

OB AID

- AEA Atomic Energy Act of 1954, as amended
- AUS Australia
- CAGE commercial and government entity
- CCIPP classified critical infrastructure protection program
- CDC cleared defense contractor
- CFIUS Committee on Foreign Investment in the United States
- CFR Code of Federal Regulations
- CI Counterintelligence
- CIA Central Intelligence Agency
- **CNSS Committee on National Security Systems**
- CNWDI critical nuclear weapons design information
- COMSEC communications security
- COR central office of record
- CSA cognizant security agency
- CSO cognizant security office
- CUSR Central United States Registry
- DCSA Defense Counterintelligence and Security Agency
- DD Department of Defense (forms only)
- DDTC Directorate of Defense Trade Controls
- DGR designated government representative
- DHS Department of Homeland Security
- **DNI** Director of National Intelligence
- DoD Department of Defense
- DoDD Department of Defense Directive



DoDI - Department of Defense Instruction

ob aid

- DoDM Department of Defense Manual
- DOE Department of Energy
- ECP electronic communications plan
- E.O. Executive order
- FBI Federal Bureau of Investigation
- FCL facility (security) clearance
- FGI foreign government information
- FOCI foreign ownership, control, or influence
- FRD Formerly Restricted Data
- FSCC Facility Security Clearance Certificate (NATO)
- FSO facility security officer
- GCA government contracting activity
- GCMS government contractor monitoring station
- GSA General Services Administration
- GSC government security committee
- IDE intrusion detection equipment
- IDS intrusion detection system
- IFB invitation for bid
- ISOO Information Security Oversight Office
- ISSM information system security manager
- ISSO information systems security officer
- ITAR International Traffic in Arms Regulations
- ITPSO insider threat program senior official
- KMP key management personnel
- LAA limited access authorization



MFO - multiple facility organization

NATO - North Atlantic Treaty Organization

ob aid

- NDA nondisclosure agreement
- NIAG NATO Industrial Advisory Group
- NID national interest determination
- NISP National Industrial Security Program
- NISPOM National Industrial Security Program Operating Manual
- NIST National Institute for Standards and Technology
- NNPI Naval Nuclear Propulsion Information
- NNSA National Nuclear Security Administration
- NPLO NATO Production Logistics Organization
- NRC Nuclear Regulatory Commission
- NRTL nationally recognized testing laboratory
- NSA National Security Agency
- NSI national security information
- NTIB National Technology and Industrial Base
- OCA original classification authority
- OMB Office of Management and Budget
- **OPM Office of Personnel Management**
- PA proxy agreement
- PCL personnel (security) clearance
- **RD** Restricted Data
- RFP request for proposal
- RFQ request for quotation
- SAP special access program
- SCA security control agreement



SCI - sensitive compartmented information

OB AID

- SD Secretary of Defense (forms only)
- SEAD Security Executive Agent directive
- SF standard form
- SMO Security Management Office
- SMO senior management official
- SSA special security agreement
- SSP systems security plan
- TCP technology control plan
- **TFNI Transclassified Foreign Nuclear Information**
- TP transportation plan
- UK United Kingdom
- UL Underwriters' Laboratories
- U.S.C. United States Code
- USD (I&S) Under Secretary of Defense for Intelligence and Security
- USG United States Government
- USML United States Munitions List
- VAL visit authorization letter
- VT voting trust

Access means the ability and opportunity to gain knowledge of classified information.

Access Permittee means the holder of an Access Permit issued pursuant to the regulations set forth in 10 CFR part 725, "Permits For Access to Restricted Data."



ACCM are security measures used by USG agencies to safeguard classified intelligence or operations when normal measures are insufficient to achieve strict need-to-know controls and where SAP controls are not required.

Adverse information means any information that adversely reflects on the integrity or character of a cleared employee, that suggests that his or her ability to safeguard classified information may be impaired, that his or her access to classified information clearly may not be in the interest of national security, or that the individual constitutes an insider threat.

Affiliate means each entity that directly or indirectly controls, is directly or indirectly controlled by, or is under common control with, the ultimate parent entity.

Agency[ies] means any "Executive agency" as defined in 5 U.S.C. 105; any "Military department" as defined in 5 U.S.C. 102; and any other entity within the executive branch that releases classified information to private sector entities. This includes component agencies under another agency or under a cross-agency oversight office (such as ODNI with CIA), which are also agencies for purposes of this rule.

Alarm service company means an entity or branch office from which all of the installation, service, and maintenance of alarm systems are provided, and the monitoring and investigation of such systems are either provided by its own personnel or with personnel assigned by this location.

Alarm system description form means a form describing an alarm system and monitoring information.

Approved security container means a GSA approved security container originally procured through the Federal Supply system. The security containers bear the GSA Approval label on the front face of the container, which identifies them as meeting the testing requirements of the assigned federal specification and having been maintained according to Federal Standard 809.

Approved vault means a vault built to Federal Standard 832 and approved by the CSA.



AUS community consists of the Government of Australia entities and Australian nongovernmental facilities identified on the DDTC website (https://pmddtc.state.gov/) at the time of export or transfer.

Authorized person means a person who has a favorable determination of eligibility for access to classified information, has signed an approved nondisclosure agreement, and has a need-to-know.

Branch office means an office of an entity which is located somewhere other than the entity's main office location. A branch office is simply another location of the same legal business entity and is still involved in the business activities of the entity.

CCIPP means security sharing of classified information under a designated critical infrastructure protection program with such authorized individuals and organizations as determined by the Secretary of Homeland Security.

CDC means a subset of contractors cleared under the NISP who have classified contracts with the DoD.

Certification means comprehensive evaluation of an information system component that establishes the extent to which a particular design and implementation meets a set of specified security requirements.

Classification guide means a document issued by an authorized original classifier that identifies the elements of information regarding a specific subject that must be classified and prescribes the level and duration of classification and appropriate declassification instructions.

Classified contract means any contract, license, agreement, or grant requiring access to classified information by a contractor and its employees for performance. A contract is referred to in this rule as a "classified contract" even when the contract document and the contract provisions are not classified. The requirements prescribed for a "classified contract" also are



applicable to all phases of precontract, license or grant activity, including solicitations (bids, quotations, and proposals), precontract negotiations, post-contract activity, or other government contracting activity (GCA) programs or projects which require access to classified information by a contractor.

Classified covered information system means an information system that is owned or operated by or for a cleared defense contractor and that processes, stores, or transmits information created by or for the DoD with respect to which such contractor is required to apply enhanced protection (e.g., classified information). A classified covered information system is a type of covered network consistent with the requirements of Section 941 of Public Law 112-239 and 10 U.S.C. 391.

Classified information means information that has been determined, pursuant to E.O. 13526, or any predecessor or successor order, and the AEA of 1954, as amended, to require protection against unauthorized disclosure in the interest of national security and which has been so designated. The term includes NSI, RD, and FRD.

Classified meetings mean a conference, seminar, symposium, exhibit, convention, training course, or other such gathering during which classified information is disclosed.

Classified visit means a visit during which a visitor will require, or is expected to require, access to classified information.

Classifier means any person who makes a classification determination and applies a classification category to information or material. The determination may be an original classification action or it may be a derivative classification action. Contractors make derivative classification determinations based on classified source material, a security classification guide, or a contract security classification specification, or equivalent.

Cleared commercial carrier means a carrier that is authorized by law, regulatory body, or regulation to transport SECRET and CONFIDENTIAL material and has been granted a SECRET facility clearance in accordance with the NISP.

Cleared employees means all employees of industrial or commercial contractors, licensees, certificate holders, or grantees of an agency, as well as all employees of subcontractors and personal services contractor personnel, and who are granted favorable eligibility determinations for access to classified information by a CSA or are being processed for eligibility determinations for access to classified information by a CSA. A contractor may give an employee access to classified information in accordance with the provisions of § 117.10(a)(1)(iii).

Closed area means an area that meets the requirements of this rule for safeguarding classified material that, because of its size, nature, or operational necessity, cannot be adequately protected by the normal safeguards or stored during nonworking hours in approved containers.

CNWDI means a DoD category of TOP SECRET RD or SECRET RD information that reveals the theory of operation or design of the components of a thermonuclear or fission bomb, warhead, demolition munition, or test device. Specifically excluded is information concerning arming, fusing, and firing systems; limited life components; and total contained quantities of fissionable, fusion-able, and high explosive materials by type. Among these excluded items are the components that DoD personnel set, maintain, operate, test or replace.

Compromise means an unauthorized disclosure of classified information.

COMSEC means the protective measures taken to deny unauthorized persons information derived from USG telecommunications relating to national security and to ensure the authenticity of such communications.

CONFIDENTIAL means the classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the original classification authority (OCA) is able to identify or describe.

Consignee means a person, firm, or Government (i.e., USG or foreign government) activity named as the receiver of a shipment; one to whom a shipment is consigned.

Consignor means a person, firm, or Government (i.e., USG or foreign government) activity by which articles are shipped. The consignor is usually the shipper.



Constant surveillance service means a transportation protective service provided by a commercial carrier qualified by the Surface Deployment and Distribution Command to transport CONFIDENTIAL shipments. The service requires constant surveillance of the shipment at all times by a qualified carrier representative; however, an FCL is not required for the carrier. The carrier providing the service must maintain a signature and tally record for the shipment.

Consultant means an individual under contract, and compensated directly, to provide professional or technical assistance to a contractor in a capacity requiring access to classified information.

Continuous evaluation as defined in SEAD 6 is a personnel security investigative process to review the background of a covered individual who has been determined to be eligible for access to classified information or to hold a sensitive position at any time during the period of eligibility. Continuous evaluation leverages a set of automated records checks and business rules, to assist in the ongoing assessment of an individual's continued eligibility. It supplements, but does not replace, the established personnel security program for scheduled periodic reinvestigations of individuals for continuing eligibility.

Continuous monitoring program means a system that facilitates ongoing awareness of threats, vulnerabilities, and information security to support organizational risk management decisions.

Contracting officer means a USG official who, in accordance with departmental or agency procedures, has the authority to enter into and administer contracts, licenses or grants and make determinations and findings with respect thereto, or any part of such authority. The term also includes the designated representative of the contracting officer acting within the limits of his or her authority.

Contractor means any industrial, educational, commercial, or other entity that has been granted an entity eligibility determination by a CSA. This term also includes licensees, grantees, or certificate holders of the USG with an entity eligibility determination granted by a CSA. As used in this rule, "contractor" does not refer to contractor employees or other personnel.



Cooperative agreement means a legal instrument which, consistent with 31 U.S.C. 6305, is used to enter into the same kind of relationship as a grant (see definition of "grant" in this subpart), except that substantial involvement is expected between USG and the recipient when carrying out the activity contemplated by the cooperative agreement. The term does not include "cooperative research and development agreements" as defined in 15 U.S.C. 3710a.

Cooperative research and development agreement means any agreement between one or more Federal laboratories and one or more non-Federal parties under which the Government, through its laboratories, provides personnel, services, facilities, equipment, intellectual property, or other resources with or without reimbursement (but not funds to non-Federal parties) and the non-Federal parties provide funds, personnel, services, facilities, equipment, intellectual property, or other resources toward the conduct of specified research or development efforts which are consistent with the missions of the laboratory; except that such term does not include a procurement contract or cooperative agreement as those terms are used in sections 6303, 6304, and 6305 of title 31.

Corporate family means an entity, its parents, subsidiaries, divisions, and branch offices.

Counterintelligence means information gathered and activities conducted to protect against espionage, other intelligence activities, sabotage, or assassinations conducted for or on behalf of foreign powers, organizations or persons, or international terrorist activities, but not including personnel, physical, document or communications security programs.

Courier means a cleared employee, designated by the contractor, whose principal duty is to transmit classified material to its destination, ensuring that the classified material remains under their constant and continuous protection and that they make direct point-to-point delivery.

CRYPTO means the marking or designator that identifies unencrypted COMSEC keying material used to secure or authenticate telecommunications carrying classified or sensitive USG or USG-derived information. This includes non-split keying material used to encrypt or decrypt COMSEC critical software and software-based algorithms.

CSA means an agency designated as having NISP implementation and security responsibilities for its own agencies (including component agencies) and any entities and non-CSA agencies under its cognizance. The CSAs are: DoD; DOE; NRC; ODNI; and DHS.

CSO means an organizational unit to which the head of a CSA delegates authority to administer industrial security services on behalf of the CSA.

CUI means information the USG creates or possesses, or that an entity creates or possesses for or on behalf of the USG, that a law, regulation, or USG-wide policy requires or permits an agency to handle using safeguarding or dissemination controls. However, CUI does not include classified information or information a non-executive branch entity possesses and maintains in its own systems that did not come from, or was not created or possessed by or for, an executive branch agency or an entity acting for an agency.

Custodian means an individual who has possession of, or is otherwise charged with, the responsibility for safeguarding classified information.

Cybersecurity means prevention of damage to, protection of, and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation.

Cyber incident means actions taken through the use of computer networks that result in an actual or potentially adverse effect on an information system or the information residing therein.

Declassification means a date or event which coincides with the lapse of the information's national security sensitivity, as determined by the OCA. Declassification occurs when the OCA has determined that the classified information no longer requires, in the interest of national security, any degree of protection against unauthorized disclosure, and the information has had its classification designation removed or cancelled.

JOB AID

Defense articles means those articles, services, and related technical data, including software, in tangible or intangible form, which are listed on the United States Munitions List (USML) of the International Traffic in Arms Regulations (ITAR), as modified or amended. Defense articles exempt from the scope of ITAR section 126.17 are identified in Supplement No. 1 to Part 126 of the ITAR.

Defense services means:

(1) Furnishing assistance (including training) to foreign persons, whether in the United States or abroad, in the design, development, engineering, manufacture, production, assembly, testing, repair, maintenance, modification, operation, demilitarization, destruction, processing or use of defense articles;

(2) Furnishing to foreign persons any controlled technical data, whether in the United States or abroad; or

(3) Providing military training of foreign units and forces, regular and irregular, including formal or informal instruction of foreign persons in the United States or abroad or by correspondence courses, technical, educational, or information publications and media of all kinds, training aid, orientation, training exercise, and military advice.

Derivative classification means the incorporating, paraphrasing, restating, or generating in new form information that is already classified and marking the newly developed material consistent with the classification markings that apply to the source information. Derivative classification includes classifying information based on classification guidance. Duplicating or reproducing existing classified information is not derivative classification.

Document means any recorded information, regardless of the nature of the medium, or the method or circumstances of recording.

Downgrade means a determination by a declassification authority that information classified and safeguarded at a specified level will be classified and safeguarded at a lower level.

Embedded system means an information system that performs or controls a function, either in whole or in part, as an integral element of a larger system or subsystem, such as, ground support equipment, flight simulators, engine test stands, or fire control systems.

Empowered official is defined in 22 CFR part 120.



JOB AID 📓

Entity is a generic and comprehensive term which may include sole proprietorships, partnerships, corporations, limited liability companies, societies, associations, institutions, contractors, licensees, grantees, certificate holders, and other organizations usually established and operating to carry out a commercial, industrial, educational, or other legitimate business, enterprise, or undertaking, or parts of these organizations. It may reference an entire organization, a prime contractor, parent organization, a branch or division, another type of subelement, a sub-contractor, subsidiary, or other subordinate or connected entity (referred to as "sub-entities" when necessary to distinguish such entities from prime or parent entities). It may also reference a specific location or facility, or the headquarters or official business location of the organization, depending upon the organization's business structure, the access needs involved, and the responsible CSA's procedures. The term "entity" as used in this rule refers to the particular entity to which an agency might release, or is releasing, classified information, whether that entity is a parent or subordinate organization. The term "entity" in this rule includes contractors.

Entity eligibility determination means an assessment by the CSA as to whether an entity is eligible for access to classified information of a certain level (and all lower levels). Entity eligibility determinations may be broad or limited to specific contracts, sponsoring agencies, or circumstances. A favorable entity eligibility determination results in eligibility to access classified information under the cognizance of the responsible CSA to the level approved. When the entity would be accessing categories of information such as RD or SCI for which the CSA for that information has set additional requirements, CSAs must also assess whether the entity is eligible for access to that category of information. Some CSAs refer to their favorable entity eligibility determinations as FCLs. However, a favorable entity eligibility determination for the DHS CCIPP is not equivalent to an FCL and does not meet the requirements for FCL reciprocity. A favorable entity eligibility determination does not convey authority to store classified information.

Escort means a cleared person, designated by the contractor, who accompanies a shipment of classified material to its destination. The classified material does not remain in the personal possession of the escort but the conveyance in which the material is transported remains under the constant observation and control of the escort.

Extent of protection means the designation (such as "Complete") used to describe the degree of alarm protection installed in an alarmed area.

Facility means a plant, laboratory, office, college, university, or commercial structure with associated warehouses, storage areas, utilities, and components, that, when related by function and location, form an operating entity.

FCL means an administrative determination that, from a security viewpoint, an entity is eligible for access to classified information of a certain level (and all lower levels) (e.g., a type of favorable entity eligibility determination used by some CSAs). An entity eligibility determination for the DHS CCIPP is not the equivalent of an FCL and does not meet the requirements for FCL reciprocity.

FGI means information that is:

(1) Provided to the United States by a foreign government or governments, an international organization of governments, or any element thereof with the expectation, expressed or implied, that the information, the source of the information, or both, are to be held in confidence; or

(2) Produced by the United States pursuant to, or as a result of, a joint arrangement with a foreign government or governments, an international organization of governments, or any element thereof, requiring that the information, the arrangement, or both are to be held in confidence.

Foreign interest means any foreign government, agency of a foreign government, or representative of a foreign government; any form of business enterprise or legal entity organized, chartered or incorporated under the laws of any country other than the United States or its territories, and any person who is not a citizen or national of the United States.

Foreign national means any person who is not a citizen or national of the United States.

Foreign person is defined in 31 CFR 800.224 for CFIUS purposes.

FRD means classified information removed from the Restricted Data category upon a joint determination by the DOE and DoD that such information relates primarily to the military utilization of atomic weapons and that such information can be adequately safeguarded as classified defense information.



Freight forwarder (transportation agent) means any agent or facility designated to receive, process, and transship U.S. material to foreign recipients. In the context of this rule, it means an agent or facility cleared specifically to perform these functions for the transfer of U.S. classified material to foreign recipients.

GCA means an element of an agency that the agency head has designated and delegated broad authority regarding acquisition functions. A foreign government may also be a GCA.

Governing board means an entity's board of directors, board of managers, board of trustees, or equivalent governing body.

Grant means a legal instrument which, consistent with 31 U.S.C. 6304, is used to enter into a relationship: (a) Of which the principal purpose is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law of the United States, rather than to acquire property or services for the USG's direct benefit or use; or, (b) In which substantial involvement is not expected between DoD and the recipient when carrying out the activity contemplated by the award. Throughout this rule, the term grant will include both the grant and cooperative agreement.

Grantee means the entity that receives a grant or cooperative agreement.

Hand carrier means a cleared employee, designated by the contractor, who occasionally hand carries classified material to its destination in connection with a classified visit or meeting. The classified material remains in the personal possession of the hand carrier except for authorized overnight storage.

Home office means the headquarters of a multiple facility entity.

Industrial security means that portion of information security concerned with the protection of classified information in the custody of U.S. industry.

Information means any knowledge that can be communicated or documentary material, regardless of its physical form or characteristics.

Information security means the system of policies, procedures, and requirements established pursuant to executive order, statute, or regulation to protect information that, if subjected to unauthorized disclosure, could reasonably be expected to cause damage to national security. The term also applies to policies, procedures, and requirements established to protect unclassified information that may be withheld from release to the public.

Information system means an assembly of computer hardware, software, and firmware configured for the purpose of automating the functions of calculating, computing, sequencing, storing, retrieving, displaying, communicating, or otherwise manipulating data, information and textual material.

Insider means cleared contractor personnel with authorized access to any USG or contractor resource, including personnel, facilities, information, equipment, networks, and systems.

Insider threat means the likelihood, risk, or potential that an insider will use his or her authorized access, wittingly or unwittingly, to do harm to the national security of the United States. Insider threats may include harm to contractor or program information, to the extent that the information impacts the contractor or agency's obligations to protect classified NSI.

Joint venture means an association of two or more persons or entities engaged in a single defined project with all parties contributing assets and efforts, and sharing in the management, profits and losses, in accordance with the terms of an agreement among the parties.

KMP means an entity's senior management official (SMO), facility security officer (FSO), insider threat program senior official (ITPSO), and all other entity officials who either hold majority interest or stock in or have direct or indirect authority to influence or decide issues affecting the management or operations of, the entity or classified contract performance.

L access authorization means an access determination that is granted by DOE or NRC based on a Tier 3 or successor background investigation as set forth in applicable national-level

requirements and DOE directives. Within DOE and NRC, an "L" access authorization permits an individual who has an official "need to know" to access Confidential Restricted Data, Secret and Confidential Formerly Restricted Data, Secret and Confidential Transclassified Foreign Nuclear Information, or Secret and Confidential National Security Information, required in the performance of official duties. An "L" access authorization determination is required for individuals with a need to know outside of DOE, NRC, DoD, and in limited cases NASA, to access Confidential Restricted Data.

LAA means security access authorization to CONFIDENTIAL or SECRET information granted to non-U.S. citizens requiring only limited access in the course of their regular duties.

Material means any product or substance on or in which information is embodied.

Matter means anything in physical form that contains or reveals classified information.

Media means physical devices or writing surfaces including but not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts (but not including display media) onto which information is recorded, stored, or printed within an information system.

MFO means a legal entity (single proprietorship, partnership, association, trust, or corporation) composed of two or more entities (facilities).

National of the United States means a person who owes permanent allegiance to the United States. All U.S. citizens are U.S. nationals; however, not all U.S. nationals are U.S. citizens (for example, persons born in American Samoa or Swains Island).

NATO information means information bearing NATO markings, indicating the information is the property of NATO, access to which is limited to representatives of NATO and its member nations unless NATO authority has been obtained to release outside of NATO.



NATO visits means visits by personnel representing a NATO entity and relating to NATO contracts and programs.

Need-to-know means a determination made by an authorized holder of classified information that a prospective recipient has a requirement for access to, knowledge of, or possession of the classified information to perform tasks or services essential to the fulfillment of a classified contract or program.

Network means a system of two or more information systems that can exchange data or information.

NNPI is classified or unclassified information concerning the design, arrangement, development, manufacture, testing, operation, administration, training, maintenance, and repair of the propulsion plants of naval nuclear-powered ships and prototypes, including the associated shipboard and shore-based nuclear support facilities.

Non-DoD executive branch agencies means the non-DoD agencies that have entered into agreements with DoD to receive NISP industrial security services from DoD. A list of these agencies is on the Defense Counterintelligence and Security Agency website at https://www.dcsa.mil.

Non-Federal information system is defined in 32 CFR part 2002.

NRTL means a private sector organization recognized by the Occupational Safety and Health Administration to perform certification for certain products to ensure that they meet the requirements of both the construction and general industry Occupational Safety and Health Administration electrical standards. Each NRTL is recognized for a specific scope of test standards.

NSI means information that has been determined pursuant to E.O. 13526 or predecessor order to require protection against unauthorized disclosure and marked to indicate its classified status.



NTIB means the industrial bases of the United States and Australia, Canada, and the United Kingdom.

NTIB entity means a person that is a subsidiary located in the United States for which the ultimate parent entity and any intermediate parent entities of such subsidiary are located in a country that is part of the national technology and industrial base (as defined in section 2500 of title 10, United States Code); and that is subject to the foreign ownership, control, or influence requirements of the National Industrial Security Program.

Nuclear weapon data means Restricted Data or Formerly Restricted Data concerning the design, manufacture, or utilization (including theory, development, storage, characteristics, performance and effects) of nuclear explosives, nuclear weapons or nuclear weapon components, including information incorporated in or related to nuclear explosive devices. Nuclear weapon data is matter in any combination of documents or material, regardless of physical form or characteristics.

OCA means an individual authorized in writing, either by the President, the Vice President, or by agency heads or other officials designated by the President, to classify information in the first instance.

Original classification means an initial determination that information requires, in the interest of national security, protection against unauthorized disclosure. Only USG officials who have been designated in writing may apply an original classification to information.

Parent means an entity that owns at least a majority of another entity's voting securities.

PCL means an administrative determination that an individual is eligible, from a security point of view, for access to classified information of the same or lower category as the level of the personnel clearance being granted.



Prime contract means a contract awarded by a GCA to a contractor for a legitimate USG purpose.

Prime contractor means the contractor who receives a prime contract from a GCA.

Privileged user means a user that is authorized (and, therefore, trusted) to perform security-relevant functions that ordinary users are not authorized to perform.

Proscribed information means:

(1) TOP SECRET information;

(2) COMSEC information or material, excluding controlled cryptographic items when unkeyed or utilized with unclassified keys.

(3) RD;

(4) SAP information; or.

(5) SCI.

Protective security service means a transportation protective service provided by a cleared commercial carrier qualified by DoD's Surface Deployment and Distribution Command to transport SECRET shipments.

Q access authorization means an access determination that is granted by DOE or NRC based on a Tier 5 or successor background investigation as set forth in applicable national-level requirements and DOE directives. Within DOE and the NRC, a "Q" access authorization permits an individual with an official "need to know" to access Top Secret, Secret and Confidential Restricted Data, Formerly Restricted Data, Transclassified Foreign Nuclear Information, National



Security Information, or special nuclear material in Category I or II quantities, as required in the performance of official duties. A "Q" access authorization is required for individuals with a need to know outside of DOE, NRC, DoD, and in a limited case NASA, to access Top Secret and Secret Restricted Data.

Remote terminal means a device communicating with an automated information system from a location that is not within the central computer facility.

Restricted area means a controlled access area established to safeguard classified material that, because of its size or nature, cannot be adequately protected during working hours by the usual safeguards, but is capable of being stored during non-working hours in an approved repository or secured by other methods approved by the CSA.

RD means all data concerning

- (1) design, manufacture, or utilization of atomic weapons;
- (2) the production of special nuclear material; or
- (3) the use of special nuclear material in the production of energy, but does not include data declassified or removed from the RD category pursuant to section 142 of the AEA.

SAP means any program that is established to control access and distribution and to provide protection for particularly sensitive classified information beyond that normally required for TOP SECRET, SECRET, or CONFIDENTIAL information. A SAP can be created or continued only as authorized by a senior agency official delegated such authority pursuant to E.O. 13526.

Schedule 13D means a form required by the Securities and Exchange Commission when a person or group of persons acquires beneficial ownership of more than 5% of a voting class of a company's equity securities registered under Section 12 of the "Securities Exchange Act of 1934" (available at: https://www.sec.gov/fast-answers/answerssched13htm.html).



SCI means a subset of classified national intelligence concerning or derived from intelligence sources, methods or analytical processes that is required to be protected within formal access control systems established by the DNI.

SECRET means the classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security that the OCA is able to identify or describe.

Security in depth means a determination made by the CSA that a contractor's security program consists of layered and complementary security controls sufficient to deter and detect unauthorized entry and movement within the facility. Examples include, but are not limited to, use of perimeter fences, employee and visitor access controls, use of an Intrusion Detection System (IDS), random guard patrols throughout the facility during nonworking hours, closed circuit video monitoring, or other safeguards that mitigate the vulnerability of open storage areas without alarms and security storage cabinets during nonworking hours.

Security violation means failure to comply with the policy and procedures established by this part that reasonably could result in the loss or compromise of classified information.

Shipper means one who releases custody of material to a carrier for transportation to a consignee. (See also "Consignor.")

SMO is the contractor's official responsible for the entity policy and strategy. The SMO is an entity employee occupying a position in the entity with ultimate authority over the facility's operations and the authority to direct actions necessary for the safeguarding of classified information in the facility. This includes the authority to direct actions necessary to safeguard classified information when the access to classified information by the facility's employees is solely at other contractor facilities or USG locations.

Source document means an existing document that contains classified information that is incorporated, paraphrased, restated, or generated in new form into a new document.

Standard practice procedures mean a document prepared by a contractor that implements the applicable requirements of this rule for the contractor's operations and involvement with classified information at the contractor's facility.

Subcontract means any contract entered into by a contractor to furnish supplies or services for performance of a prime contract or a subcontract. It includes a contract, subcontract, purchase order, lease agreement, service agreement, request for quotation (RFQ), request for proposal (RFP), invitation for bid (IFB), or other agreement or procurement action between contractors that requires or will require access to classified information to fulfill the performance requirements of a prime contract.

Subcontractor means a supplier, distributor, vendor, or firm that enters into a contract with a prime contractor to furnish supplies or services to or for the prime contractor or another subcontractor. For the purposes of this rule, each subcontractor will be considered as a prime contractor in relation to its subcontractors.

Subsidiary means an entity in which another entity owns at least a majority of its voting securities.

System software means computer programs that control, monitor, or facilitate use of the information system; for example, operating systems, programming languages, communication, input-output controls, sorts, security packages, and other utility-type programs. Also includes off-the-shelf application packages obtained from manufacturers and commercial vendors, such as for word processing, spreadsheets, data base management, graphics, and computer-aided design.

Technical data means:

(1) Information, other than software, which is required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of defense articles. This includes information in the form of blueprints, drawings, photographs, plans, instructions or documentation.



(2) Classified information relating to defense articles and defense services on the U.S. Munitions List and 600-series items controlled by the Commerce Control List.

- (3) Information covered by an invention secrecy order.
- (4) Software directly related to defense articles.

TFNI means classified information concerning the nuclear energy programs of other nations (including subnational entities) removed from the RD category under section 142(e) of the AEA after the DOE and the Director of National Intelligence jointly determine that it is necessary to carry out intelligence-related activities under the provisions of the National Security Act of 1947, as amended, and that it can be adequately safeguarded as NSI instead. This includes information removed from the RD category by past joint determinations between DOE and the CIA. TFNI does not include information transferred to the United States under an Agreement for Cooperation under the Atomic Energy Act or any other agreement or treaty in which the United States agrees to protect classified information.

TOP SECRET means the classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security that the OCA is able to identify or describe.

Transmission means sending information from one place to another by radio, microwave, laser, or other non-connective methods, as well as by cable, wire, or another connective medium. Transmission also includes movement involving the actual transfer of custody and responsibility for a document or other classified material from one authorized addressee to another.

Transshipping activity means a government activity to which a carrier transfers custody of freight for reshipment by another carrier to the consignee.

UK community consists of the UK Government entities with facilities and UK non-governmental facilities identified on the DDTC website (https://www.pmddtc.state.gov/) at the time of export.



Unauthorized person means a person not authorized to have access to specific classified information in accordance with the requirements of this rule.

United States means the 50 states and the District of Columbia.

United States and its territorial areas mean the 50 states, the District of Columbia, Puerto Rico, Guam, American Samoa, the Virgin Islands, Wake Island, Johnston Atoll, Kingman Reef, Palmyra Atoll, Baker Island, Howland Island, Jarvis Island, Midway Islands, Navassa Island, and Northern Mariana Islands.

Upgrade means a determination that certain classified information, in the interest of national security, requires a higher degree of protection against unauthorized disclosure than currently provided, coupled with a change to the classification designation to reflect the higher degree.

U.S. classified cryptographic information means a cryptographic key and authenticators that are classified and are designated as TOP SECRET CRYPTO or SECRET CRYPTO. This means all cryptographic media that embody, describe, or implement classified cryptographic logic, to include, but not limited to, full maintenance manuals, cryptographic descriptions, drawings of cryptographic logic, specifications describing a cryptographic logic, and cryptographic software, firmware, or repositories of such software such as magnetic media or optical disks.

U.S. person means a United States citizen, an alien known by the intelligence agency concerned to be a permanent resident alien, an unincorporated association substantially composed of United States citizens or permanent resident aliens, or a corporation incorporated in the United States, except for a corporation directed and controlled by a foreign government or governments.

Voting securities means any securities that presently entitle the owner or holder thereof to vote for the election of directors of the issuer or, with respect to unincorporated entities, individuals exercising similar functions.

Working hours means the period of time when:



(1) There is present in the specific area where classified material is located, a work force on a regularly scheduled shift, as contrasted with employees working within an area on an overtime basis outside of the scheduled work shift; and

(2) The number of employees in the scheduled work force is sufficient in number and so positioned to be able to detect and challenge the presence of unauthorized personnel. This would, therefore, exclude janitors, maintenance personnel, and other individuals whose duties require movement throughout the facility.

Working papers means documents or materials, regardless of the media, which are expected to be revised prior to the preparation of a finished product for dissemination or retention.