



## SEARCH FOR A SUBJECT

### TABLE OF CONTENTS

<b>SEARCH FOR A SUBJECT</b> .....	<b>1</b>
HOW TO SEARCH FOR A SUBJECT FROM GLOBAL SUBJECT SEARCH.....	1
HOW TO SEARCH FOR A SUBJECT FROM THE SUBJECT LIST.....	4
HOW TO SEARCH FOR A SUBJECT USING THE ADVANCED SEARCH FEATURE.....	7

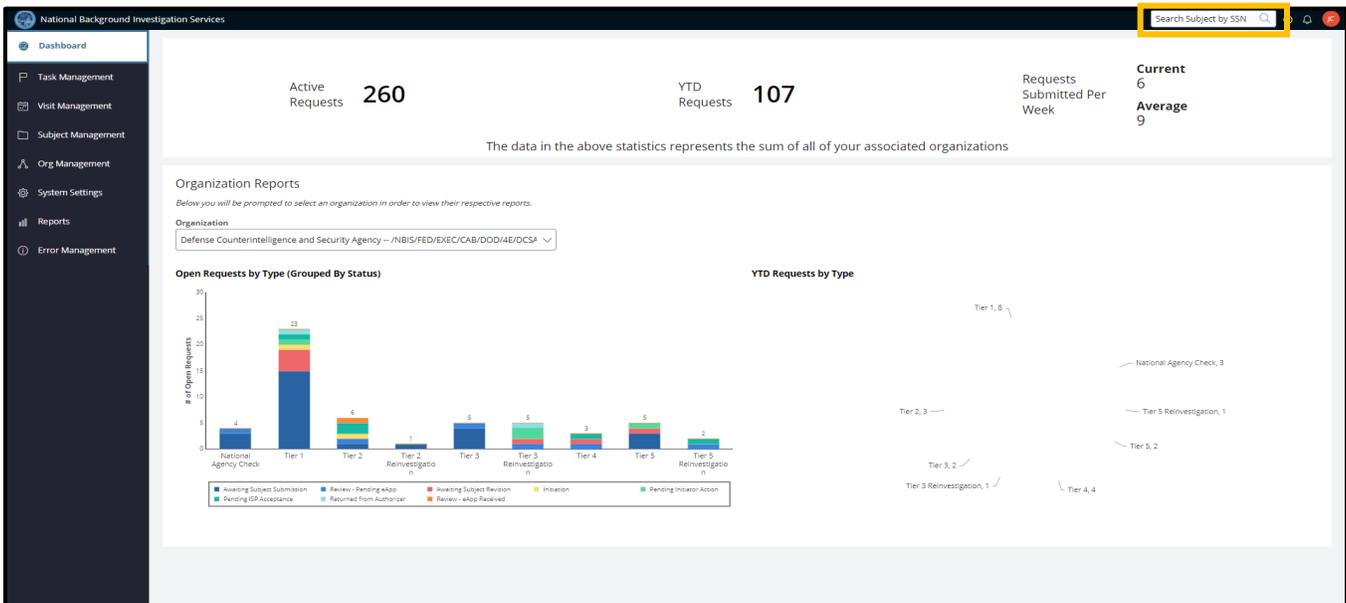
**Purpose: To demonstrate how to search for subjects.**

## SEARCH FOR A SUBJECT

### How to Search for a Subject from Global Subject Search

Initiating a case request requires locating or creating the subject. To locate a subject through the Global Subject Search box, follow these steps:

1. Navigate to the **Global Subject Search** box located at the top right of the screen, enter the subject's **Social Security number (SSN)**, then select the **magnifying glass**.



2. If the subject is in NBIS, their worksheet will display.

National Background Investigation Services

Search Subject by SSN

Bella, Stella (SSN: 987-654-3210) Program Tags: [Actions]

Citizenship: United States Place of Birth: grove city, Pennsylvania Date of Birth: 01/01/1981 Aliases: N/A Contact Info: [View](#)

Profile Attachments Notes

Profile

Active Case History Vetting History

Active

Filter By: See All...

Cases [Expand All](#)

Case ID	Phase	Case Type	Start Date
<a href="#">21175BELL0729443</a>	Initiation	---	06/24/2021

[See more](#)

Add Notes

Organization\*  
Select Organization...

Title  
Enter Title...

Notes  
Enter Notes...

Add

3. If the SSN is not in NBIS, the user will need to create a new subject.

4. To make updates to a subject's personal information in the worksheet, visit the upper left of the Subject Banner, then select the **pencil icon**.

National Background Investigation Services

Search Subject by SSN

Bella, Stella (SSN: 987-654-3210) Program Tags: [Actions]

Citizenship: United States Place of Birth: grove city, Pennsylvania Date of Birth: 01/01/1981 Aliases: N/A Contact Info: [View](#)

Profile Attachments Notes

Profile

Active Case History Vetting History

Active

Filter By: See All...

Cases [Expand All](#)

Case ID	Phase	Case Type	Start Date
<a href="#">21175BELL0729443</a>	Initiation	---	06/24/2021

[See more](#)

Add Notes

Organization\*  
Select Organization...

Title  
Enter Title...

Notes  
Enter Notes...

Add

5. Make needed updates, scroll down, and select **Submit**.

National Background Investigation Services

Bella, Stella 987-654-3210 Program Tags:

Citizenship: United States Place of Birth: grove city, Pennsylvania Date of Birth: 01/01/1981 Aliases: N/A Contact Info: [View](#)

### Edit Subject Information

#### Personal Information

#### Identifying Information

Social Security Number (SSN)  Electronic Data Interchange Personal ID (EDIPI)  Passport Number

First Name \*  Middle Name or Initial  Last Name \*  Suffix

Email Address \*  Phone Number \*

Marital Status \*

Scroll Down

National Background Investigation Services

Bella, Stella 987-654-3210 Program Tags:

Citizenship: United States Place of Birth: grove city, Pennsylvania Date of Birth: 01/01/1981 Aliases: N/A Contact Info: [View](#)

#### Birth Information

Date of Birth \*  Country \*

City \*  County  State/Province \*

#### Program Tags

Show Disabled Program Tags

Program Tags

# How to Search for a Subject from the Subject List

1. Select **Subject Management** from the Left Navigation Menu.

National Background Investigation Services

Search Subject by SSN

Active Requests **293** YTD Requests **162** Requests Submitted Per Week **Current 1 Average 6**

The data in the above statistics represents the sum of all of your associated organizations

Organization Reports

Below you will be prompted to select an organization in order to view their respective reports.

Organization: DCSA Adjudications -- /NBIS/FED/EXEC/CAB/DOD/4E/DCSA/

Open Requests by Type (Grouped By Status)

YTD Requests by Type

2. The My Subject List page will appear. Locate a subject by entering one of the following data points into the **Search on All Fields** free text box: full SSN (with or without dashes), last four digits of the SSN, first name, last name, organization, association, affiliation, place of birth, or email.
3. Select the checkbox to **Include Subject in My Hierarchy**.
4. Select the **magnifying glass** icon to the right of the Search box.

National Background Investigation Services

Search Subject by SSN

Subject Management

My Subject List

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: Search on All Fields [magnifying glass icon]  Include Subjects in My Hierarchy

Advanced Search

Total Results: 1,072

Table Settings Table View

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[redacted]	Olive	Sarah	United States	Defense Counterintelligence and Security Agency/1000C	---	---
[redacted]	Cook	Tia	United States	Department of Security Managers 1/1005P	Secret	Active
[redacted]	Jetson	Judy	United States	Office of Security Programs/1007F	Secret, Suitable/Fit	Active
[redacted]	BERGMAN	KAREN	United States	Vetting Risk Operations CV/100P6	---	---
[redacted]	BRADY	EILEEN	United States	Vetting Risk Operations CV/100P6	---	---
[redacted]	PUSATERI	JOSEPH	United States	Vetting Risk Operations CV/100P6	---	---
[redacted]	WIRTZ	DALLAS	United States	Vetting Risk Operations CV/100P6	---	---

Search results will populate.

The screenshot shows the 'National Background Investigation Services' interface. The left sidebar contains navigation options: Dashboard, Task Management, Visit Management, Subject Management (highlighted), Org Management, Order Form Library, System Settings, Reports, and Error Management. The main content area is titled 'Subject Management' and contains a 'My Subject List' section. A search bar contains the text 'Bunny' and a checkbox for 'Include Subjects in My Hierarchy' is checked. Below the search bar, a table displays search results. The table has columns for SSN, Last Name, First Name, Citizenship, Organization, Determination, and Determination Status. Three results are visible, with the second row highlighted in yellow.

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[REDACTED]	Bunny	Lola	United States, Germany	Defense Counterintelligence and Security Agency/1000C	---	---
[REDACTED]	Bunny	Bugs	United States	DCSA Adjudications/1000D, Defense Information Systems Agency/1001H	Secret, Suitable/Fit, Credential	Active
[REDACTED]	Bunny	Bugs	United States	DCSA Adjudications/1000D	Secret-SCI, Suitable/Fit	Suspended, Active

5. Select the **SSN** of the subject.

This screenshot is identical to the one above, but with a yellow box highlighting the SSN of the second row in the table, which is [REDACTED].

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[REDACTED]	Bunny	Lola	United States, Germany	Defense Counterintelligence and Security Agency/1000C	---	---
[REDACTED]	Bunny	Bugs	United States	DCSA Adjudications/1000D, Defense Information Systems Agency/1001H	Secret, Suitable/Fit, Credential	Active
[REDACTED]	Bunny	Bugs	United States	DCSA Adjudications/1000D	Secret-SCI, Suitable/Fit	Suspended, Active

## 6. View the subject's worksheet.

The screenshot displays the National Background Investigation Services (NBIS) web application. The interface includes a dark sidebar on the left with navigation options: Dashboard, Task Management, Visit Management, Subject Management (highlighted), Org Management, Order Form Library, System Settings, Reports, and Error Management. The main content area shows the profile for 'Bunny, Bugs R Sr.' with a redacted SSN. Key information includes: Citizenship: United States; Place of Birth: Hollywood, CA, Afghanistan; Date of Birth: 12/14/1966; Aliases: N/A; Contact Info: View. The profile is divided into sections: Profile (with sub-tabs for Active, Case History, and Vetting History), Active (with a 'Filter By' dropdown set to 'See All...'), and Cases. The Cases section contains a table with two entries:

Case ID	Phase	Case Type	Start Date
<a href="#">20357BUJNN0713535</a>	Adjudication	Tier 1	12/22/2020
<a href="#">20357BUJNN0714327</a>	Adjudication	Tier 2 Reinvestigation	12/22/2020

Each case entry has a 'See more' link. To the right of the profile is an 'Add Notes' section with a dropdown for 'Organization', input fields for 'Title' and 'Notes', and an 'Add' button. Below this is an 'Upload Attachments' section.

# How to Search for a Subject Using the Advanced Search Feature

## 1. Select **Subject Management** from the Left Navigation Menu.

National Background Investigation Services

Search Subject by SSN

Dashboard

Task Management

Visit Management

**Subject Management**

Org Management

Order Form Library

System Settings

Reports

Error Management

### Subject Management

#### My Subject List

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   Include Subjects in My Hierarchy

[Advanced Search](#)

Total Results: 1,072

[Table Settings](#) [Table View](#)

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[REDACTED]	Olive	Sarah	United States	Defense Counterintelligence and Security Agency/1000C	---	---
[REDACTED]	Cook	Tia	United States	Department of Security Managers 1/1005P	Secret	Active
[REDACTED]	Jetson	Judy	United States	Office of Security Programs/1007F	Secret, Suitable/Fit	Active
[REDACTED]	BERGMAN	KAREN	United States	Vetting Risk Operations CV/100P6	---	---
[REDACTED]	BRADY	EILEEN	United States	Vetting Risk Operations CV/100P6	---	---
[REDACTED]	PUSATERI	JOSEPH	United States	Vetting Risk Operations CV/100P6	---	---
[REDACTED]	WIRTZ	DALLAS	United States	Vetting Risk Operations CV/100P6	---	---

## 2. Select the **Advanced Search** hyperlink.

National Background Investigation Services

Search Subject by SSN

Dashboard

Task Management

Visit Management

**Subject Management**

Org Management

Order Form Library

System Settings

Reports

Error Management

### Subject Management

#### My Subject List

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   Include Subjects in My Hierarchy

**Advanced Search**

Total Results: 1,072

[Table Settings](#) [Table View](#)

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[REDACTED]	Olive	Sarah	United States	Defense Counterintelligence and Security Agency/1000C	---	---
[REDACTED]	Cook	Tia	United States	Department of Security Managers 1/1005P	Secret	Active
[REDACTED]	Jetson	Judy	United States	Office of Security Programs/1007F	Secret, Suitable/Fit	Active
[REDACTED]	BERGMAN	KAREN	United States	Vetting Risk Operations CV/100P6	---	---
[REDACTED]	BRADY	EILEEN	United States	Vetting Risk Operations CV/100P6	---	---
[REDACTED]	PUSATERI	JOSEPH	United States	Vetting Risk Operations CV/100P6	---	---
[REDACTED]	WIRTZ	DALLAS	United States	Vetting Risk Operations CV/100P6	---	---

The Advanced Search box will appear.

The screenshot shows the 'Subject Management' page in the 'National Background Investigation Services' application. The left sidebar contains navigation options: Dashboard, Task Management, Visit Management, Subject Management (highlighted), Org Management, Order Form Library, System Settings, Reports, and Error Management. The main content area is titled 'Subject Management' and contains an 'Advanced Search' section. Below the title, there is a checkbox for 'Include Subjects in My Hierarchy' which is currently unchecked. A 'Search Field \*' dropdown menu is set to 'Select Field...'. At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

3. Check the box to **Include Subject in My Hierarchy**.
4. Select an option from the Search Field drop-down menu. In this example, Last Name is selected.
5. Complete the field for the option chosen. In this example, the last name Bunny is searched for.
6. If this is the only search criteria needed, select **Submit**.

This screenshot shows the same 'Subject Management' page as the previous one, but with the search form filled out. The 'Include Subjects in My Hierarchy' checkbox is now checked. The 'Search Field \*' dropdown menu is set to 'Last Name', and the 'Last Name' text input field contains the word 'Bunny'. The 'Submit' button at the bottom right is highlighted with a yellow box.

Search results will populate.

The screenshot shows the 'Subject Management' page in the National Background Investigation Services application. The left sidebar contains navigation options: Dashboard, Task Management, Visit Management, Subject Management (highlighted), Org Management, Order Form Library, System Settings, Reports, and Error Management. The main content area is titled 'My Subject List' and includes a search bar with the text 'Search on All Fields' and a checked checkbox for 'Include Subjects in My Hierarchy'. Below the search bar, a 'Refine Search' section shows 'Last Name: Bunny' and a 'Clear All' link. The table below displays 4 total results. The table has columns for SSN, Last Name, First Name, Citizenship, Organization, Determination, and Determination Status. The first row shows a subject with SSN [redacted], Last Name 'Bunny', First Name 'Lola', Citizenship 'United States, Germany', Organization 'Defense Counterintelligence and Security Agency/1000C', and Determination '---'. The second row shows a subject with SSN [redacted], Last Name 'Bunny', First Name 'Bugs', Citizenship 'United States', Organization 'DCSA Adjudications/1000D, Defense Information Systems Agency/1001H', Determination 'Secret, Suitable/Fit, Credential', and Determination Status 'Active'. The third row shows a subject with SSN [redacted], Last Name 'Bunny', First Name 'Bugs', Citizenship 'United States', Organization 'DCSA Adjudications/1000D', Determination 'Secret-SCI, Suitable/Fit', and Determination Status 'Suspended, Active'.

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[redacted]	Bunny	Lola	United States, Germany	Defense Counterintelligence and Security Agency/1000C	---	---
[redacted]	Bunny	Bugs	United States	DCSA Adjudications/1000D, Defense Information Systems Agency/1001H	Secret, Suitable/Fit, Credential	Active
[redacted]	Bunny	Bugs	United States	DCSA Adjudications/1000D	Secret-SCI, Suitable/Fit	Suspended, Active

7. Select the **Refine Search** hyperlink to refine the search further using additional search criteria.

This screenshot is identical to the one above, but with the 'Refine Search' link highlighted in a yellow box. The 'Refine Search' section shows 'Last Name: Bunny' and a 'Clear All' link. The table below displays 4 total results, with the same data as the previous screenshot.

SSN	Last Name	First Name	Citizenship	Organization	Determination	Determination Status
[redacted]	Bunny	Lola	United States, Germany	Defense Counterintelligence and Security Agency/1000C	---	---
[redacted]	Bunny	Bugs	United States	DCSA Adjudications/1000D, Defense Information Systems Agency/1001H	Secret, Suitable/Fit, Credential	Active
[redacted]	Bunny	Bugs	United States	DCSA Adjudications/1000D	Secret-SCI, Suitable/Fit	Suspended, Active

8. Select the **+Add Search Criteria** hyperlink to add additional criteria to the search.

National Background Investigation Services

Search Subject by SSN

Dashboard

Task Management

Visit Management

**Subject Management**

Org Management

Order Form Library

System Settings

Reports

Error Management

### Subject Management

#### Advanced Search

Select the search field and enter the corresponding search text in the fields below. Select Add Search Criteria to add an additional search criteria. Select Submit to display results.

Include Subjects in My Hierarchy

Search Field\* Last Name

Last Name Bunny

**+ Add Search Criteria** Clear All

Cancel Submit

9. An additional Search Field box will appear below the original Search Field box. Select an option from the Search Field drop-down menu.

10. Select **Submit** to conduct the search.

National Background Investigation Services

Search Subject by SSN

Dashboard

Task Management

Visit Management

**Subject Management**

Org Management

Order Form Library

System Settings

Reports

Error Management

### Subject Management

#### Advanced Search

Select the search field and enter the corresponding search text in the fields below. Select Add Search Criteria to add an additional search criteria. Select Submit to display results.

Include Subjects in My Hierarchy

Search Field\* Last Name

Last Name Bunny

Search Field\* Select Field...

**+ Add Search Criteria** Clear All

Cancel **Submit**

11. If needed, select the **trash can** icon to the right of the Search Field Option to delete the criteria.

National Background Investigation Services

Search Subject by SSN

Subject Management

Advanced Search

Select the search field and enter the corresponding search text in the fields below. Select Add Search Criteria to add an additional search criteria. Select Submit to display results.

Include Subjects in My Hierarchy

Search Field\* Last Name

Last Name Bunny

Search Field\* Select Field...

+ Add Search Criteria Clear All

Cancel Submit

12. If needed, all search field criteria can be cleared by selecting the **Clear All** hyperlink, then selecting **Submit**.

National Background Investigation Services

Search Subject by SSN

Subject Management

Advanced Search

Select the search field and enter the corresponding search text in the fields below. Select Add Search Criteria to add an additional search criteria. Select Submit to display results.

Include Subjects in My Hierarchy

+ Add Search Criteria Clear All

Cancel Submit

