



VISIT MANAGEMENT: CREATING AND SENDING REQUESTS

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Purpose: To illustrate how to create and modify access and hosting requests.

VISIT MANAGEMENT: CREATING AND SENDING REQUESTS

Scenario Summary: Visit Management allows Subject Managers and FSOs to create visits and invite organizations to attend meetings and events.

How to Create and Send out a Host Request

How Organization A Sends a Hosting Visit Request to Organization B

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

	National Background Inve	tigation Services	Search Subject by SSN 🔍 🗿 🗘 📭								
0	Dashboard		Î								
Р	Task Management	Activo Requests	Current								
ē	Visit Management	Requests 207 Requests 69 Submitted P	er Average								
	Subject Management		7								
ሌ	Org Management	The data in the above statistics represents the sum of all of your associated organi	zations								
٥	Order Form Library Organization Reports Below you will be prompted to select an organization in order to view their respective reports. III Reports Organization Defense CounterIntelligence and Security Agency /NB \										
etî											
		Open Requests by Type (Grouped By Status) YTD Requests by Type									
		30									
		25 23									
		Tier 2, 3 National Tier 1 Tier 2 Tier 2 Tier 3 Tier 3 Tier 4 Tier 5 Tier 5 Tier 5 Tier 3 Tier 4 Tier 5 Tie	National Agency Check, 3 Tier 5 Reinvestigation, 1 Tier 5, 3								

2. Select Create Visit from the Actions drop-down.

	National Background Investigation Services Search Subject by SSN									
Ø	Dashboard	Visit Management		Actions \checkmark						
Р	Task Management			Create Visit						
	Visit Management	Tasks Today Upcoming History		Refresh						
	Subject Management	Visit Type								
ሌ	Org Management	Hosting 🗸								
D	Order Form Library	Outstanding Tasks		Expand All						
	Reports	No visits at this time.								
				_						

- 3. Select **Hosting Visit** from the Visit Type drop-down and complete the rest of the required fields (denoted by red asterisks).
- 4. Select **Continue**.

Note: The Hosting Organization field will be a drop-down if the user manages multiple organizations.

	National Background Inve	estigation Services	Search Subject by SSN 🔍 🕐 🔎
Ø	Dashboard	Visit Management IN PROGRESS	
P	Task Management	Visit Information	-
	Visit Management	Add visit information by completing the fields below. Select the Continue button below to add host information.	
	Subject Management	Visit Type * Hosting Visit Training C Reason for Visit * Training C Reason for Visit * C Reason for Visit * C Reason for Visit * C C C C C C C C C C C C C C C C C C C	
ጼ	Org Management	Visit Name*	
D	Order Form Library	Sample Hosting Visit	
-1	Departs	Visit Description	
		Start Date*	
		07/25/2022	
		Determination Access Type	
		Secret V	
		Hosting Organization Defense Counterintelligence and Security Agency	
		Cancel	Continue

Select Use SSC Address from the Visit Address drop-down to auto-populate the hosting organization's address. After entering all required data fields, select Continue.
 Note: A different address can be entered by selecting Provide Visit Address instead.

	National Background Inve	stigation Services			Search Subject by SSN	0 🗘 NF
Ø	Dashboard	Visit Management IN PROGRESS				
P	Task Management					*
	Visit Management	Host Information To provide host information, complete the fields below. Select the	Continue button below to invite organizations to this visit.			- 1
	Subject Management	Visit Address				- 1
ሌ	Org Management	Visit Address Use SSC Address				- 1
	Order Form Library	Select Visit Address	Suite/Room			- 1
ıtl	Reports	Provide Visit Address	Enter Suite/Room			- 1
		Building/Facility				- 1
		Enter Building/Facility				
		City	State			
		Quantico	Vermont \checkmark			
		Zip Code				
		12345				
		Point of Contact				- 1
		Name 1*	Phone Number 1*	Email Address 1*		- 1
		John cena	633-043-0703	jonneenagate.com		- 1
		+ Add Another Point of Contact				- 1
						- 1
		Cancel Back				Continue

- 6. Enter the name of the organization in the Organization field and select it from the list when it appears.
- 7. Select Add.

	National Background Inve	Search Subject by SSN	Q	0 Q	NF	
Ø	Dashboard	Visit Management MPROCRESS				
Р	Task Management					
	Visit Management	Add Organizations Add organizations below. Select the Submit button at the bottom of the page to finish creating the visit.				
	Subject Management	Organization				
ሌ	Org Management	Office of Add				
۵	Order Form Library	Granization Code □ Organization Code	≣	Delete		
000	Reports	No organizations at this time.				
		Cancel Back			Submit	3

8. Once the organization has been added, it will be displayed under the Organization column. Select **Submit.**

Note: Multiple organizations can be added from this screen. If there is a need to remove an organization, select the **trash can** icon in its respective row.

	National Background Inve		Search Subject by SSN	Q	? ↓ 📭						
Ø	Dashboard	Visit Management 🗔	/isit Management IN PROGRESS								
Р	Task Management										
	Visit Management	Add Organizations Add organizations below. Select the	dd Organizations dd organizations below. Select the Submit button at the bottom of the page to finish creating the visit.								
	Subject Management	Organization	Organization								
ሌ	Org Management	Select Organization	Add								
۵	Order Form Library	Organization	₹	Organization Code	=	Delete					
oil	Reports	Office of Security Programs		1007F		Û					
		Cancel Back					Submit				

9. A green success banner confirms the visit was created. Review the information and select **Close**.

	National Background Inve	stigation Services							Search Subject by SSN	Q (2) (2) (1)		
Ø	Dashboard	Visit Managem								Actions \checkmark		
	Task Management											
前	Visit Management		Success. Visit created.									
		Visit Summary	Visit Summary									
	Subject Management	Visit Information				Host In	formation					
ሌ	Org Management	Visit Name Sample Hosting Visit		Reason for Visit Training		Hosting Defense	Organization Counterintelligen	ce and Security Agency				
۵	Order Form Library	Start Date 07/25/2022		End Date 07/29/2022		Visit Add 123 Mair	iress n St Quantico, VT, ⁻	12345				
oti	Reports	Determination Secret		Access Type Secret		Point of	Contact	Poi	nt of Contact 			
		Visit Description							-			
		Requested Organ Organizations Office of Security Progra Visitors	izations 	Organization Name	➡ Organization Code	≂ Determina	tion	Access Type	Status			
		No vicitors at this tim				_						
			ic.									
										Close		

10. Verify the hosting visit has been created by selecting the **Today** or **Upcoming** tab. **Note**: No further action is required until the invited organizations reply to the hosting visit request.

	National Background Investigation Services Search Subject by SSN										
Ø	Dashboard	Visit Management	isit Management								
Р	Task Management										
i	Visit Management	Tasks Today Upcoming	History								
	Subject Management	Visit Type									
ሌ	Org Management	All 🗸									
۵	Order Form Library	Hosting					Expand All				
080	Reports	Visit Name Sample Hosting Visit	Requesting Organization Defense Counterintelligence and Security Agency	Start Date 07/25/2022	End Date 07/29/2022	Attendees <u>0 View</u>					
			, , ,				See more				
		Viciting					Expand All				
		visiung					Expand All				
		No visits at this time.					_				

How the Visiting Organization Responds to the Hosting Visit Request

1. The invited organization will receive a notification in the Notifications inbox saying that a task requires action. Select the **View** hyperlink from the notification.

Note: Alternatively, the Visit Name can be selected from the Upcoming tab.

National Background Inve	estigation Services				Search Subject by SSN Q O A
Ø Dashboard	Visit Management				Notifications
□ Task Management		_			Sample Hosting Visit from Defense Counterintelligence and Security Agency requires action. 5 minutes ago
Visit Management	Tasks Today Upcoming	History			View
Subject Management	Visit Type All V				Sample Hosting Visit was cancelled by Defense Counterintelligence and Security Agency. 7 minutes ago View
01 Reports	Hosting	test was cancelled by Defense Counterintelligence and Security Agency.			
	Visit Name	Requesting Organization	Start Date	End Date	28 minutes ago <u>View</u>
		Uffice of Security Programs	07/20/2022	0772072022	test from Defense Counterintelligence and Security Agency requires action. 28 minutes ago <u>View</u>
	Visiting				Sample Hosting Visit from Defense
	Visit Name Sample Hosting Visit	Hosting Organization Defense Counterintelligence and Security Agency	Start Date 07/25/2022	End Date 07/29/2022	Counterintelligence and Security Agency made changes. 35 minutes ago <u>View</u> Show More

2. The invited organization must communicate which visitors it intends to bring to the visit. Scroll down to the Visitors section and select the **+Add Visitor** hyperlink.

National Background Ir	vestigation Services						s	earch Subject by SSN 🔍 🧿 🦨 🌆
② Dashboard	Visit Manageme							Actions ~
Task Management								
👼 Visit Management	Visit Summary							
Subject Management	Visit Information				Host Inform	Host Information		
🙏 Org Management	Visit Name Sample Hosting Visit		Reason for Visit Training	Reason for Visit Hosting Organization Training Defense Counterintelligence and Security Agency			ency	
(1) Reports	Start Date 07/25/2022		End Date 07/29/2022		Visit Address 123 Main St C	Quantico, VT, 12345		
	Determination Access Secret Secret		Access Type Secret		Point of Cont:	act	Point of Contact	
	Visit Description					-		
	Requested Organi Organizations Office of Security Progra- Visitors To add a visitor from you SSN No visitors at this time	r organization, select the A	dd Visitor link below. To remove Organization Name 👳	a visitor, select the trash can ice Organization Code	on. Determination	Access Type	Status	
	+ Add Visitor							
								_

- 3. Three search fields will appear to query visitors in NBIS: Search by SSN, Search by First Name, and Search by Last Name. Enter subject information into any of these fields and select the **magnifying glass** icon to search for them.
- 4. From the rows of search results, select Add Visitor.

6	National Background Inve	stigation Services						Search Subject by SSN	0 🕫 🙍
Ø	Dashboard	Visit Management	PROGRESS						Actions 🗸
P	Task Management	Visit Name Sample Hosting Visit		Reason for Visit Training		Hosting Organization Defense Counterintelligence and Sec	curity Agency		^
1	Visit Management	Start Date 07/25/2022		End Date 07/29/2022		Visit Address 123 Main St Quantico, VT, 12345			
لا م	Subject Management	Determination Secret		Access Type Secret		Point of Contact	Point of Contact		
oti	Reports	Visit Description							
	Organizations								
		Office of Security Program							
		To add a visitor, select "Add Visitor"	. You should only	add one visitor at a time.					
		Search by SSN		Search by First Name	Search by Last Name				
		Search Subject by SSN		Search Subject by First Name	a		•		
		SSN	First Name	Last Name		Organization Name	Organization Code	Add Visitor	
						Office of Security Programs	1007F	Add Visitor	
				100-00-0008		Office of Security Programs	1007F	Add Visitor	
									~

5. Once the desired visitors have been added, select Submit.

Note: Select the trash can icon to remove a visitor from the list.

0	National Background Inve	stigation Services										Search Subject by SSI	V Q 0	4° 💌
	Dashboard	Visit Managemer	IN PROGRESS										Actio	ons 🗸
	Task Management	Sample Hosting Visit		Training				Defense Counte	erinte	elligence and Security Agency				^
間	Visit Management	Start Date 07/25/2022		End Date 07/29/2022				Visit Address 123 Main St Qua	antice	o, VT, 12345				
	Subject Management	Determination Secret		Access Type Secret				Point of Contact	t		Point of Contact			
	Org Management	Visit Description												
ill	Reports							Ĺ.						
		Requested Organiza	tions											-
		Organizations Office of Security Program												
		Visitors												
		To add a visitor from your o	rganization, select the A	ad visitor link below. To remo	ve a visitor, select	ne trash can icc	on.							
		SSN	Name	Trianization Name	\Xi Organiza	ion Code	= Deter	mination	2	Access Type	Status			
				Office of Security Programs	1007F		Тор	Secret 🗸		Secret ~		۲		
				Office of Security Programs	1007F		Not	Specified 🗸 🗸	-	Not Specified \sim		(i)		
		+ Add Visitor												
														-
		Cancel											Subr	mit
														~

6. Dual green success banners confirm the visit and that the list of visitors has been edited.

7. Select Close.

	National Background Inve	estigation Services								Search Subject by SSN	୍ ଡ 🕫 应
	Dashboard	Visit Management	IN PROGRESS								Actions \checkmark
F	Task Management					Success. Visit edited	L				
	Visit Management					Success. Visitors upda	ted.				×
	Subject Management Org Management Reports	Visit Name Sample Hosting Visit Start Date 07/25/2022 Determination Secret Visit Description Requested Organizat Organizations	ions	Reason for Vi Training End Date 07/29/2022 Access Type Secret	it		Hosting Organization Defense Counterintelligen Visit Address 123 Main St Quantico, VT, Point of Contact	se and Security Agency	Point of Contact		^^
		Visitors									
		SSN	Name	👳 Organization Nam	e <u>=</u>	Organization Code	Determination	Access Type	Status		
				Office of Security	rograms	1007F	Not Specified	Not Specified	Pending	ţ	
				Office of Security	rograms	1007F	Top Secret	Secret	Pending	5	
											Close

How the Hosting Organization Approves/Rejects Visitors

 A notification will appear in the Notifications inbox when an invited organization has made changes to the Hosting visit request. Select the View hyperlink from the notification.
 Note: Alternatively, the visit can be opened by selecting the Visit Name from either the Tasks or Upcoming tabs.



- 2. Scroll down to the Visitors section to see the list of visitors that the invited organization would like to send. Select the **Pending** drop-down in the Status column.
- Select either Approved or Denied.
 Note: Select Approve All to approve all the subjects on the Visitors list.
- 4. Select **Submit** once all subjects have been approved or denied.

	National Background Inve	estigation Services						Search Subject by SSN	Q @ 4
Ø	Dashboard	Visit Manager							Actions \lor
Р	Task Management	Secret		Secret		Point of Contact	Point	of Contact	
	Visit Management	Visit Description		Sciet		100.00.000			
	Subject Management								
ጼ	Org Management	Requested Orga	nizations						
۵	Order Form Library	Organizations							
000	Reports	Office of Security Proj	(ra)						
		Visitors							
		To approve or deny a	visitor, select an option	from the Status dropdown					
		SSN	Name $=$	Organization Name \Xi	Organization Code \Xi	Determination	Access Type	Status	
			Robert Goran	Office of Security Programs	1007F	Not Specified	Not Specified	Pending	~
			Mallory Archer	Office of Security Programs	1007F	Top Secret	Secret	Denied Approved	
								1	Approve All
									-
		Cancel							Submit

- 5. Dual green success banners confirm the visit has been edited and the list of visitors has been updated.
- 6. Select Close.

	National Background Inve	estigation Services						Search Subject by SSN	Q 0	
Ø	Dashboard	Visit Manager							Actio	ons 🗸
Р	Task Management									
1	Visit Management				Success. visit edite	a.				
_					Success. Visitors upd	ated.				×
	Subject Management	Secret		Secret						^
ሌ	Org Management	Visit Description								
~										
	Order Form Library	Doguested Orga	nizations							
00	Reports	Requested Orga	anizations							-
		Organizations	773							
		Conce of secondy ridg	5.0							
		Visitors								
		SSN	Name =	Organization Name \Xi	Organization Code \Xi	Determination	Access Type	Status		
				Office of Security Programs	1007F	Not Specified	Not Specified	Approved		
				Office of Security Programs	1007F	Top Secret	Secret	Denied		
									_	_
									Cla	ose

How to Create and Send a Visit Request

How Organization A Requests to Visit Organization B

	National Background Invest	stigation Services S	iearch Subject by SSN 🔍 🕢 🔎
Ø	Dashboard		
Р	Task Management	Active 207 YTD CE Requests	Current O
	Visit Management	Requests 207 Requests 65 Submitted Per Week	Average
	Subject Management		0
ሌ	Org Management	The data in the above statistics represents the sum of all of your associated organizations	
٥	Order Form Library	Organization Reports	_
a 0]	Reports	Below you will be prompted to select an organization in order to view their respective reports. Organization Defense Counterintelligence and Security Agency //NBIS/FED/I \wo	
		Open Requests by Type (Grouped By Status) YTD Requests by Type	
		30 25 23 89 20	
		5 15 5 6 0 7 10 Tier 2,3	National Agency Check, 3
			Tier 5 Reinvestigation, 1
		National Tier1 Tier2 Tier3 Tier3 Tier4 Tier5 Tier5 Tier3,3 / Agency Reinvestig Reinvestig Check auton auton auton	∕_ Tier 5, 3
		Awating Subject Submission Review - Pending Holzard Action Review - Pending Initiator Action Review - Pending Initiator Action Reviewed from Authorizer Reviewed from Authorizer Authorization	

1. Select Visit Management from the Left Navigation Menu.

2. Select Create Visit from the Actions drop-down.

	National Background Inv	estigation Services				Search Subject by SSN	Q (?) 💭 №
Ø	Dashboard	Visit Management					Actions 🗸
	Task Management						Create Visit
÷.	Visit Management	Tasks Today Upcoming History	/				Refresh
	Subject Management	Visit Type					
ሌ	Org Management	All 🗸					
۵	Order Form Library	Outstanding Tasks					Expand All
000	Reports	Visit Name Request Visit Request Test Defense Security	ting Organization e Counterintelligence and y Agency	Start Date 07/05/2022	End Date 07/08/2022	Attendees <u>0 View</u>	<u>See more</u>

3. Select **Request to Visit** from the Visit Type drop-down and complete the rest of the required fields (denoted by red asterisks).

Note: The Requesting Organization field will be set according to the current persona.

4. Select Continue.

	National Background Inve	estigation Services	Search Subject by SSN	Q @ 📌 📧
Ø) Dashboard	Visit Management IN PROMISES		
P	¹ Task Management			•
100	Visit Management	Visit Information		
		Add visit information by completing the heads below. Select the Continue button below to add nost information. Visit Type * • • Reason for Visit *		
	Subject Management	Request to Visit Visit		
ለ	 Org Management 	Visit Name *		
) Order Form Library	Sample Visit Request		
at l	Reports	Visit Description		
		Enter Visit Description		
		Start Date* End Date*		
		07/26/2022		
		Determination Access Type		
		Secret V		
		Requesting Organization *		
		Hosting Organization * Office of Security Programs		
_		Cancel		Continue
				Ŧ

5. Select **Use SSC Address** from the Visit Address drop-down to auto-populate the hosting organization's address.

Note: A different address can be entered by selecting Provide Visit Address instead.

6. Select Continue.

6	National Background Inve	stigation Services		Search Subject by SSN 🔍 🧿) 🗘 NF
	Dashboard	Visit Management IN PROGRESS			
	Task Management				
1	Visit Management	Host Information To provide host information, complete the fields below. Select the Continue but	ton below to invite organizations to this visit.		
	Subject Management	Visit Address			
	Org Management	Visit Address			
۵	Order Form Library	Street Address	Suite/Room		
al	Reports	123 Main St	Enter Suite/Room		
		Building/Facility			
		Enter Building/Facility			
		City	State		
		Washington	District of Columbia		
		Zip Code			
		20032			
		Point of Contact			
		Name 1*	Phone Number 1*	Email Address 1*	
		100.00.000	100.00.000	- and and a second second	
		+ Add Another Point of Contact			
		Cancel Back		٩	ontinue

7. On the Visit Summary screen, scroll down to the Visitors section. Visitors from the visiting organization can be added by selecting the **+Add Visitor** hyperlink.

	National Background Inve	estigation Services								Search Subject by SSN	Q @ 📌 NF
	Dashboard	Visit Manageme									
	Task Management	Review the visit below. Se	elect the Submit button at ti	he bottom of the page to finish o	creating this event.						
	Visit Management	Visit Information					Host Informat	ion			
	Subject Management	Visit Name Sample Visit Request		Reason for Visit Training			Hosting Organiza Office of Security	ation y Programs			
۸	Org Management	Start Date 07/26/2022		End Date 07/28/2022			Visit Address 123 Main St Was	hington, DC, 20032			- 1
	Order Form Library	Determination		Access Type Secret			Point of Contact		Point of Contact		- 1
al	Reports	Visit Description									- 1
											- 1
		Requested Organi	zations								- 1
		Organizations	_								
		(Defense Counterintellige)								- 1
		Visitors									- 1
		To add a visitor from you	ir organization, select the Ac	dd Visitor link below. To remove	a visitor, select the trash can l	ton.					- 1
		SSN	Name 🚊	Organization Name 👳	Organization Code	Determinat	ion	Access Type	Status		
		No visitors at this time	e.								- 1
		+ Add Visitor									- 1
		Cancel Back									Submit

- 8. Search for subjects by SSN, first name, or last name. Enter any of these pieces of information into their respective field and select the **magnifying glass** icon to search.
- 9. From the search results, select the **Add Visitor** hyperlink on the far right.

	National Background Inve	stigation Services							Search Subject by SSN	0 🗘 №
Ø	Dashboard	Visit Management	IN PROGRESS							
Р	Task Management	Determination		Access Type			Point of Contact	Point of Cont	act	•
10	Visit Management	Visit Description		Secret			100.00.000			
	Subject Management	'								
	Org Management	Requested Organizati	ons							
۵	Order Form Library	Organizations								
e80	Reports	Defense Counterintellige								
		Visitors								- 1
		To add a visitor, select "Add V	isitor". You shouk	d only add one visitor at a	time.					
		Search by SSN		Search by First Name		Search by Last Name				
		543-66-7777		Search Subject by First	Name	Search Subject by La	st Name			- 1
		SSN	First Name		Last Name		Organization Name	Organization Code	Add Visitor	- 1
		100.000.000					Federal Trade Commission	100OS	Add Visitor	
										- 1
										- 1
		Cancel Back								Submit

10. Select **Submit** when done adding visitors.

Note: Select the trash can icon to remove any visitor from the visit request.

0	National Background Inve	estigation Services									Search Subject by SSN	L Q () 🗘 NF
Ø	Dashboard	Visit Manage		:55								7	Actions \vee
Р	Task Management												
10	Visit Management	Determination Secret			Access Type Secret			Point of Conta	ict	Point of Conta	ct		
Ď	Subject Management	Visit Description						4	n				
አ	Org Management												
۵	Order Form Library	Requested Or	ganizations										
08 0	Reports	Organizations Defense Counterin	itellige										
		Visitors	Visitors										
		To add a visitor fro	m your organization, se	elect the A	Add Visitor link below. To	o remove a visitor, select the	trash can ico	n.					
		SSN	Name	<u></u> = Or	rganization Name \Xi	Organization Code =	Determin	ation	Access Type	Status			
			n	DC	CSA Adjudications	1000D	Not Speci	fied	Not Specified	Pending	Û		
		1000-000-000888	n	Br	reakout Room Two	1000Q	Not Speci	fied	Not Specified	Pending	۵		
				Fe Co	ederal Trade ommission	100OS	Not Speci	fied	Not Specified	Pending	Đ		
		+ Add Visitor											
		Cancel											Submit

- 11. Dual green success banners confirm the visitors have been added and the visit request has been sent.
- 12. Select **Close** to return to the main Visit Management screen.

	National Background Inve	stigation Services								Search Subject by SSN	0 🗘 📭
	Dashboard	Visit Managemer									Actions \checkmark
	Task Management										
100	Visit Management					Success. Visit edited					
_						Success. Visitors updat	ted.				\times
	Subject Management	Sample Visit Request		Reason for Visit Training			Hosting Organization Office of Security Programs				^
	Org Management	Start Date 07/26/2022		End Date 07/28/2022			Visit Address 123 Main St Washington, DC, 2	0032			
D	Order Form Library	Determination		Access Type			Point of Contact	Poir	nt of Contact		
	Reports	Visit Description		Secret							
		Requested Organiza	ations								
		Organizations									
		Defense Counterintellige)								
		Visitors									
		SSN	Name	Organization Name	Ŧ	Organization Code	Determination	Access Type	Status		
				DCSA Adjudications		1000D	Not Specified	Not Specified	Pending		
		100.000.0008	100.00.000	Breakout Room Two		100OQ	Not Specified	Not Specified	Pending		
			100.000.000	Federal Trade Commission	n	100OS	Not Specified	Not Specified	Pending		
											Close

Verify the visit request has been sent by selecting the **Today** or **Upcoming** tabs.
 Note: No further action is required until the hosting organization responds to the visit request.

	National Background Inve	stigation Services	Search Subject by SSN	Q 🛛 📌 📭			
Ø	Dashboard	Visit Management		Actions \checkmark			
Р	Task Management						
	Visit Management	Tasks Today Upcoming	History				
	Subject Management	Visit Type					
ሌ	Org Management	All V					
۵	Order Form Library	Hosting		Expand All			
otil	Reports	Visit Name Sample Hosting Visit	Requesting Organization Defense Counterintelligence and Security Agency	Start Date 07/25/2022	End Date 07/29/2022	Attendees <u>0 View</u>	See more
							seemore
		Visiting					Expand All
		Visit Name Sample Visit Request	Hosting Organization Office of Security Programs	Start Date 07/26/2022	End Date 07/28/2022	Attendees <u>0 View</u>	Soo moro
							<u>See more</u>

How the Hosting Organization Responds to the Visiting Organization

1. The hosting organization will receive a notification in their notification inbox informing them the visiting organization has added visitors. Select the **View** hyperlink from the notification. **Note**: Alternatively, the **Visit Name** can be selected from the Tasks or Upcoming tabs.

	National Background Inve	stigation Services		Search Subject by SSN 🔍 💿 🖨 🔞
Ø	Dashboard	Visit Management		Notifications
P	Task Management			Sample Visit Request from Defense Counterintelligence and Security Agency added visitors. 41 minutes ago
	visit Management	Tasks Today Upcoming History		Sample Visit Request from Defense
	Subject Management	Visit Type		Counterintelligence and Security Agency added visitors. 43 minutes ago
x	Org Management	All		View
al	Reports	Outstanding Tasks		Sample Visit Request from Defense Counterintelligence and Security Agency requires action.
		Besuesting Organization		1 hour 27 mins ago <u>View</u>
		Visit Name Start Da Sample Visit Request Security Agency 07/26/2	ate End Date 0022 07/28/2022	Sample Visit Request from Defense Counterintelligence and Security Agency added visitors. I hour 27 mins ago <u>View</u>
				Sample Hosting Visit from Defense Counterintelligence and Security Agency requires action. 1 day ago
				xxxxx Show More

2. Scroll down to the Visitors section to see a list of visitors in the request.

Note: The default status of each visitor is Pending until a decision is made.

- 3. From the Status drop-down, assign either **Approved** or **Denied** for each visitor.
- 4. Select **Submit** when done.

	National Background Inves	stigation Services						Search Subject by SSN 🔍	0 🗘 😡
	Dashboard	Visit Managem							Actions \lor
Ρ	Task Management	Visit Description							^
	Visit Management				1				
ت ۸ ۱۱	Subject Management Org Management Reports	Requested Organ Organizations (Defense Counterintellig	nizations e)						-
	Visitors To approve or deny a visitor, select an option from the Status dropdown.								
		SSN	Name	Organization Name =	Organization Code	Determination	Access Type Si	tatus	
				DCSA Adjudications	1000D	Not Specified	Not Specified	Pending	
				Breakout Room Two	100OQ	Not Specified	Not Specified	Approved	
				Federal Trade Commission	100OS	Not Specified	Not Specified	Pending Pending Denied Approved	
		Cancel							Submit

- 5. Dual success banners confirm the visit was edited and the list of visitors was updated.
- 6. Select Close.

Note: No further action is required on the part of the hosting organization.

	National Background Inve	stigation Services						Search	Subject by SSN	Q @ Q 🚺	N
	Dashboard	Visit Managem								Actions ~]
	Task Management				Success. Visit edited.						
	Visit Management				Success. Visitors update	ed.				×	<
	Subject Management	Determination Secret		Access Type Secret		Point of Contact	Poi	nt of Contact			^
	Org Management	Visit Description				100.00.008					
010	Reports										
		Requested Organ	nizations								
		Organizations Defense Counterintellig Visitors	ze)								
		SSN	Name		Organization Code 📃	Determination	Access Type	Status			
				DCSA Adjudications	1000D	Not Specified	Not Specified	Pending			
		1.00.00.000	100.00	Breakout Room Two	100OQ	Not Specified	Not Specified	Approved			
				Federal Trade Commission	10005	Not Specified	Not Specified	Denied			
										Close	v

Verify the Visit Request was Edited by the Hosting Organization

 The visiting organization will receive a notification in their inbox informing them that the host made changes to the visit. Select the View hyperlink from the notification.
 Note: Alternatively, the Visit Name can be selected from the Tasks or Upcoming tabs.

	National Background Inve	Search Subject by SSN 🔍 🕘 🔔 📭				
Q	Dashboard	Visit Management				Notifications
P	Task Management	Visit Management				Visit Request Test will end in 1 day. 33 minutes ago <u>View</u>
100	Visit Management	Tasks Today Upcoming	History			Sample Visit Request from Office of Security
	Subject Management	Visit Type				1 hour 18 mins ago
ሌ	Org Management	All		Visit Request Test will end in 1 day. 3 hours ago		
٥	Order Form Library	Outstanding Tasks		View		
oti	Reports	Visit Name Visit Request Test	Requesting Organization Defense Counterintelligence and	Start Date 07/05/2022	End Date 07/08/2022	Visit Request Test will end in 1 day. 6 hours ago <u>View</u>
			Security Agency			Visit Request Test will end in 1 day. 9 hours ago View
		Visit Name Sample Visit Request	Requesting Organization Defense Counterintelligence and Security Agency	Start Date 07/26/2022	End Date 07/28/2022	Show More

- 2. Scroll down to the Visitors section. The Status column reflects each visitor's status as previously determined by the host. No further action is needed.
- 3. Select **Cancel** to return to the main Visit Management screen.

	National Background Inve	stigation Services									Search Subject by SSN	Q @ Q	NF
Ø	Dashboard	Visit Manager		22								Actions	~
	Task Management	07/26/2022		07728	2022			123 Main St W	/ashington, DC, 20032				*
	Visit Management	Determination Secret		Acces Secret	Туре			Point of Conta	ect	Point of Con	itact		
þ	Subject Management	Visit Description											
	Org Management						I						
۵	Order Form Library	Requested Org	anizations										
al	Reports	Organizations Defense CounterInte Visitors	llige)										
		To add a visitor from your organization, select the Add Visitor link below. To remove a visitor, select the trash can icon.				л.							
		SSN	Name	= Organization N	ame \Xi	Organization Code \Xi	Determina	tion	Access Type	Status			
				DCSA Adjudica	ions	1000D	Not Specif	ed	Not Specified	Pending	0		
		100.00.000	100.00.0088	Breakout Roor	Two	100OQ	Not Specif	ied	Not Specified	Approved	0		
				Federal Trade Commission		10005	Not Specif	ied	Not Specified	Denied	Û		
		+ Add Visitor											
		Cancel										Submit	

