User Roles and Permissions Reference Guide

Change Log

Date	Change Description	Section
02/25/2022	Document Creation (Version 3.3)	All
05/23/2022	Update to 4.0	All

Contents

General Information

Roles in the NBIS software

Roles within NBIS are modular and most can stand alone. The only roles requiring a secondary role are Adjudicator, Appeals Processor, CV Analyst, Component Adjudicator, and Screener. Every role can be stacked upon each other. If a role is added, all permissions/access/visibility that come with it will be added to the user. If the user already had permissions/access/visibility to something, adding or removing an additional role will not affect the other role.

Role Mapping to Legacy Systems

Roles in the NBIS software do not necessarily align with roles in legacy systems like EQIP or DISS. One important thing to note is that there are no Optional or mandatory permissions. If a user is given a role, they have full capabilities of that role.

Note: The tables below are summarized to help you understand the roles and permissions. For more detail see NBIS Role Matrix for more detailed information.

System Management Roles

All Roles in this section will not be seen in org details or on users outside of the top level NBIS Organization or DSCA Management Office except for *rare* Circumstances.

User Role	Simplified Description
Onboarding Manager	This is an **Org Manager** with no restrictions. Has the ability to add any Org Type, Org Function, or Org Role to any organization. This includes the protected roles like **NBIS Financial Manager** and **System Manager**. They are also responsible for managing the Org Level table in system settings.
NBIS Financial Manager	Can manage SON/SOI and SON/IPAC relationship tables, and IPAC, IPAC Exemption, TAS, and BETC codes at a global NBIS level.
System Manager	Can manage All global NBIS level settings, apart from some NBIS Financial Manager specific tables, as well as basic organization details (Org Details, Hierarchy, and Users).
Subject Profile Editor	Can edit the subjects SSN, as well as other PII. Has the ability to reset the eApp password for a subject regardless of affiliation.

Subject Management Roles

User Role	Simplified Description
Enrollment Manager	Can manually enroll & unenroll subjects from a Continuous Vetting program.
Polygraph	Can add, edit, and remove polygraph entries from a given subject. **Must be paired with another role that grants access to Subject Management for Functionality.**
Subject Viewer	Can view subject and visit information.
Screener	Can Manage Interim Determinations from the Subject Profile.
Special Security Officer (SSO)	Can manage certain Access Levels and Interim Determinations for subjects. **Requires <u>Subject Manager</u> for access to Subject Management**.
Subject Manager	Can manage subjects and visits, as well as initiate case requests and manage interim determinations.
Facility Security Officer (FSO)	Can manage subjects and visits, as well as initiate case requests and reassign tasks in Task Management for contractor orgs.

Case Processing Roles

The NBIS system provides the availability to process multiple phases of the personnel vetting process internally. Every phase has different roles required to access the respective case data. See Case Phase Reference Table for specific information about the Phase Column.

User Role	Simplified Description	Phase
Adjudicator	**Requires <u>Case Processor</u> for full Functionality**. Reviews the Guidelines and completes the Adjudication process.	Adjudication, Component Adjudication
Appeals Processor	**Requires <u>Case Processor</u> for full Functionality**. Reviews the Adjudication case and completes the Appeals process.	Appeals
Authorizer**	Reviews the Order Form and validates the billing details. Then releases the case.	Agency (IRA)
Case Processor	**This is a generic role**; it grants access to the Case Worksheet with notes and attachments. When paired with other roles, it provides the user with full capability to process that phase of the case.	Adjudication, Appeals, CV, Component Adjudication
Component Adjudicator	**Requires <u>Case Processor and Adjudicator</u> for full Functionality**. Reviews the Guidelines and previous Adjudication work. Processes the Component Adjudication phase for a case.	Component Adjudication
CV Analyst	**Requires <u>Case Processor</u> for full Functionality**. Processes the CV Alert or CV Cover and completes the CV phase.	CV
Facility Security Officer (FSO) * **	Initiates a Case for the Subject and can fill out the Order Form.	Industry (FSO)
Initiator**	Initiates a Case for the Subject and can fill out the Order Form.	Agency (IRA)
Reviewer**	Fills out the Order Form and reviews the SF submission from the subject.	Agency (IRA), Industry (FSO)
Subject Manager* **	Initiates a Case for the Subject and can fill out the Order Form.	Agency (IRA)
Task Reassignment	**Requires <u>Initiator, Reviewer, Authorizer, Subject Manager, or FSO</u> for Functionality**. Allows for reassignment capability from within a case that is assigned to your user.	Agency (IRA), Industry (FSO)

<u>Notes</u>:

* These roles contain more functionality, specific to Subject Management. See Subject Management Roles for more details.

** Has the ability to reset a subjects eApp Password if the eApp submission is open for the subject.

Org Management & Org Level Configurations Roles

User Role	Simplified Description
Notification Manager	Configure Notifications for your organization.
Operations Manager	Can manage certain org configurations such as the orgs case Workflows and has access to Reports and Task Management.
Order Form Template Manager	Configure Order Form templates for your organization.
Org Assignment Manager	Configure Assignment Rules for your organization
Org Manager	Can manage details & hierarchy for their organization(s).
Org Relationship Manager	Configure Org Relationships for your organization
Org Workload Manager	Can manage skillsets of users in their org and manually assign cases to them.
Program Tag Manager	Configure program tags for your organization
User Manager	Manage Users, User Levels, and User Assignment Templates for your organization.
Workflow Manager	Manage Form Routing for IRA workflows.
Team Manager *	Can manage user skillsets and access My Team's Work in Task Management to assign cases. Can view the hierarchy and details of a team and has the ability to reopen closed cases.
Team Structure Manager *	Can manage the Team Hierarchy and assign users to the teams.

Notes:

* These only apply to Adjudication, Appeals, Screening, and Vetting organizations.

Appendix

NBIS Role Matrix

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NBIS USER ROLE	RESPONSIBILITY	WHAT SECTION(s) USER ROLE CAN ACCESS	ORG TYPE AVAILABLE
Adjudicator	Can access and select Guidelines to complete an adjudication case. Adjudicator role needs to be paired with the Case Processor role to adjudicate a case.	Case Worksheet – Guidelines tab	Adjudication, Component Adjudication
Appeals Processor	Can complete Appeals information on a case. Appeals role needs to be paired with the Case Processor role to complete appeal actions.	Case Worksheet – Appeals Guidelines Tab	Appeals
Authorizer	Can review entire case requests, completing financial details, editing certain order form details if needed, and deciding whether to approve, reject, or hold cases. Also, can create & search for subjects.	Subject Management, Task Management, Order Form, Global Search	Authorize
Case Processor	Can processes cases and be paired with other roles to provide additional capabilities. This role has access to view & edit a subject's profile by accessing it from the Subject Banner in a case.	Task Management, Case Worksheet, Global Search	Adjudication, Appeals, Screening, Component Adjudication, Vetting
Component Adjudicator	Can view Case Information tab on the worksheet for cases in the Component Adjudication phase. Needs to be paired with the Case Processor role to complete adjudicative actions. Can grant determinations from the Subject Profile tab. Needs to be paired with roles that can view Subject Management to access Subject Management.	Case Worksheet - Case Information Tab, Subject Management – Grant Determinations	Component Adjudication
CV Analyst	Can view and process CV alerts. The user is responsible for processing the CV cover case which contains the data of all validated alerts and managing the Issue Tags. Needs to be paired with Case Processor to access the case.	Task Management	Vetting
Enrollment Manager	Can manually enroll & unenroll subjects from a Continuous Vetting program. Has the ability to search for & create subjects and view their information in the Subject Profile & History.	Global Subject Search, Subject Worksheet	Vetting

NBIS USER ROLE	RESPONSIBILITY	WHAT SECTION(s) USER ROLE CAN ACCESS	ORG TYPE AVAILABLE
Facility Security Officer (FSO)	Can manage subjects and complete actions like initiating case requests, complete mass initiation or affiliation for subjects, manually create service catalog requests to their Service Provider, add/edit subject's PII, manage contractor affiliations, manage access, complete appeals, complete adjudication sub-tasks, and submit visit requests for subjects. Can also create, edit, request, and approve visit events. Can manually reassign tasks to users in their org.	Task Management, Subject Management, Global Search, Visit Management	Facility Security Office
Initiator	Can create & search for subjects as well as Initiate or Mass Initiate without affiliation to the subject.	Dashboard, Task Management, Order Form, Global Search	SSC
NBIS Financial Manager	Can manage SON/SOI and SON/IPAC relationship tables, and IPAC, IPAC Exemption, TAS, and BETC codes at a global NBIS level.	System Settings	Not linked to a specific org type. Can only be added to an org by the Onboarding Manager.
Notification Manager	Can create and manage notifications related to the case completion processes, to be sent out to organization users or subjects.	Organization Management	All Org Types
Onboarding Manager	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. Also has permissions to add certain roles to orgs, regardless of org type.	System Settings, Organization Management	Not linked to a specific org type. Can only be added to an org by the Onboarding Manager.
Operations Manager	Can manage certain Org Configurations tab. Has access to Reports and all tabs in Task Management.	Organization Management, Reports, and Task Management	Adjudication, Appeals, Screening, Vetting
Order Form Template Manager	Can manage the Order Form Templates for their organization(s).	Order Form Library	Authorize, Facility Security Office, Review, SSC
Org Assignment Manager	Can manage Assignment Rules for their organization(s).	Organization Management	Adjudication, Appeals, Authorize, Component Adjudication, Facility Security Office, Review, Vetting
Org Manager	Can manage Details & Hierarchy for their organization(s).	Organization Management	All Org Types
Org Relationship Manager	Can manage org relationships that are established between organizations outside each other's hierarchy or servicing relationships to orgs in your hierarchy, in the Org Relationship tab.	Organization Management	Not linked to a specific org type. Can only be added to an org by the Onboarding Manager.

NBIS USER ROLE	RESPONSIBILITY	WHAT SECTION(s) USER ROLE CAN ACCESS	ORG TYPE AVAILABLE
Org Workload Manager	Can manage skillsets of users in their organization and manually assign cases to users within their organization(s).	Task Management, Organization Management	Adjudication, Appeals, Authorize, Component Adjudication, Facility Security Office, Review, Screening, Vetting
Polygraph	Can add, edit, and remove polygraph entries from a given subject. Needs to be paired with roles that can view Subject Management to access Subject Management.	Polygraph section in Subject Worksheet	Other than for Adjudication Org Type, can only be added to an org by the Onboarding Manager.
Program Tag Manager	Can manage the program tags that are available for their organization(s).	Organization Management	All Org Types
Reviewer	Can review the subject's standard form, accept, or rejecting subject responses, and add attachments. If rejecting they can also add comments and re-route the case back to the subject. Can also create & search for subjects.	Subject Management, Task Management, Order Form, Global Search	Review
Screener	Can Manage Interim Determinations from the Subject Profile. Has access to My Subject List to view subjects in their organizational hierarchy and subjects in orgs that have a Screening org relationship with their org.	Subject Management	Screening
Special Security Officer (SSO)	Can manage certain Access Levels and Interim Determinations for subjects. The Access Levels & Determinations they manage are controlled by the System Manager. Needs to be paired with the Subject Manager to gain access to Subject Management.	Subject Management	Not linked to a specific org type. Can only be added to an org by the Onboarding Manager.
Subject Manager	Can manage subjects and complete actions like initiating case requests, manually create service catalog requests for their service provider, complete adjudication sub-tasks, add/edit subject's PII, affiliations, access, and complete appeals and visit requests for subjects. Can also create, edit, request, and approve visit events. Can manage interim determinations from the subject profile.	Task Management, Subject Management, Global Search, Order Form, Visit Management, Reports	SSC
Subject Profile Editor	Can update subjects' SSN or other PII data in the subject profile if needed. Can view Subject Worksheet tabs and reset the subject's eApp password.	Subject Management, Global Search, Task Management	Not linked to a specific org type. Can only be added to an org by the Onboarding Manager.

NBIS USER ROLE	RESPONSIBILITY	WHAT SECTION(s) USER ROLE CAN ACCESS	ORG TYPE AVAILABLE
Subject Viewer	Can view subject information from within Subject Management. Can view visit information within Visit Management.	Subject Management, Global Search, Task Management, Visit Management	Authorize, Facility Security Office, Review, SSC
System Manager	Can manage System Settings, org hierarchies, org details, users, and workflows.	System Settings, Organization Management, Task Management	Not linked to a specific org type. Can only be added to an org by the Onboarding Manager.
Task Reassignment	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 either Initiator, Reviewer, or Authorizer.	Order Form, Task Management	All Org Types
Team Manager	Can manage user skillsets and access My Team's Work in Task Management to assign cases. Can view the hierarchy and details of a team. Ability to reopen closed cases.	Task Management, Organization Management	All Org Types
Team Structure Manager	Can manage the structure and details of teams within organizations. Can add, remove, and reassign users to teams.	Organization Management	All Org Types
User Manager	Can create and manage users within their organization(s).	Organization Management	All Org Types
Workflow Manager	Can create, modify, or disable a workflow, specifically in the Form Routing tab.	Organization Management	Authorize, Facility Security Office, Review, SSC

Case Phase Reference Table

Phase Name	Details
Agency (IRA)	Covers the Initiate, Review and Authorize Portions of an Organization Case.
Adjudication	Used to process Adjudication cases.
Appeals	Used to process Appeals cases.
CV	Used to Process CV Cases.
Component Adjudication	Used to Process Component Adjudication cases.
Industry (FSO)	Similar to Agency, Just without the Authorization capability.