How to Grant Access with Submitting SF 312

As we prepare to transition to the Defense Information System for Security (DISS), this will help guide you through how to grant access with submitting a SF 312 and "Troubleshoot" some errors you may encounter.

Grant access with Submitting SF 312:

Permissions/Roles Required:

- Security Officer, Security Officer Admin, Security Manager, and Help Desk with owning relationship to subject and either Grant Non-SCI Access or Manage SCI Access permission

- Once you are logged into DISS, you will need to search for the subject that you need to grant access, which can be done two ways:
  - On the left-hand side towards the bottom under the subject panel, type in the SSN in the subject search box. Click on the "Search Subjects" green box.

    Or
  - On the left-hand side towards the bottom under the subject panel, click "View Subject" this will open up a new tab that lists all of your subjects (this is like your PSMNet that is in JPAS). Once the list is open you can search for the person, by looking through the list or by typing their name in the open fields at the top.

- Now that you are on the subject's record, click on the blue link next to their name to open the "Subject Details" information tab.

- You will see a row of tabs: Basic Info., Contact Info. Other Subject Details, SMO Relationships, Incidents, Accesses, CSRs/RFAs and Foreign Travel
  - Click on the tab labeled "Accesses"
  - Scroll down to the "Access" section
  - Click the green "Grant Access" tab
    - Only the owner can grant access
  - Under the Access Information link, the following information are required fields:
    - Owning Relationship - click the drop down arrow and select Industry
    - Access Level – click the drop down arrow and select the applicable level
    - Indoctrination Date – click the calendar icon and add the date of briefing
    - NDA Date – If NDA date is shown, do NOT delete or change. If there is no NDA date, add date SF-312 was signed and upload NDA.
      - While under the NDA tab, the following information are required fields:

- Signed Date – click on the calendar to add the date
- Document Name
- Document Type - click the drop down arrow and select NDA
- Document – select the NDA document you have saved and then select Add Document

    - If an NDA date is shown and an NDA is not loaded, do NOT load a new NDA document.

- Click Save when completed
    - Status message will appear under the NDA/NDS History section - "Pending Approval from CATS"
    - Notification messages will appear when NDA review has been approved

Note: You can also upload the NDA while under the Subject Details tab by selecting the green "Add NDA/NDS" button -- (Permission Role: Security Officer. The upload document window appears as noted above. Once completed, information will load as history under this section.

Troubleshooting:

- **What if my person is not listed in my subject list to be picked?**
    - Most likely, the relationship did not flow over correctly from JPAS. You will need to search for the person by SSN and then add the relationship to the subject.

- **What if I don't have the blue "Subject Details" link after their name?**
    - This means you do not have a relationship with the person, you will need to establish a relationship for that link to show up.

- **What if I don't see any of my people in the subject list?**
    - You may have been provisioned under the wrong SMO, look up a record of a person that should be in your subject list, compare the SMO that has the relationship with the record to the SMO you have an account under. If they are different, then reach out to your account manager to be added to the SMO with the correct role needed.

NOTE: Process is subject to change, as system is still under development. If you encounter issues, call the DCSA Knowledge Center 1-888-282-7682.