Submitting a Visit in DISS

This is a step-by-step guide for submitting a Visit Request through DISS. Unlike JPAS, creating a visit and searching a visit are under 2 different links. ***Note: When searching SMOs in DISS the asterisk (*) is no longer required for a "wild card" search.***

- To create a Visit in DISS the first step is to ensure you have the correct permissions:

  Permissible Roles(s):

  - Security Officer
  - Security Officer Admin (optional permission)
  - Security Officer Visit Admin
  - Security Manager

- From the main screen, locate the SMO tab. Make sure the tab is fully extended to show SMO options to include Current SMO drop down.

- If you have a role for more than one SMO, ensure you are in the correct SMO to submit the visit under.

  Note: For consolidated facilities, this will most likely be your parent SMO.

- Click on Create SMO Visits.

  Note: If Create SMO Visit is not showing you may not have the correct Role to take this action.

- Enter Visit Name. This is a free text field.

- Enter Start Date and End Date. It is recommended to use the calendar to ensure proper entry however, this information can be manually entered in the DISS approved date format.

- Enter Access Level. This is a drop-down option which contains: None, Top Secret, Secret and Confidential.

  Note: Currently SCI is not an option but you can select SCI accesses for the visitors

- Enter Visit Reason. This is a drop-down option which contains: Inspection, Meeting, Other, Planning Conference, Seminar, Symposium, TAD/TDY, and Training.

- Visit Notes. While this is not a required field this space could be utilized for additional information such as contract being utilized for meeting or other special instructions.

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- Point of Contact information. First Name, Last Name and Phone Number are all required fields to be completed under this section.
- Navigate to the Hosting Information tab. This tab will need to be completed before you can save the visit and is located at the top of the screen.
- Select Hosting SMO, this is a required field. Options available are Current SMO or Find Hosting SMO. Unless the visit is to your location, it is recommended to select Find Hosting SMO.
- When selecting "Find Hosting SMO" the Select a SMO Location to host the visit, becomes a required field. Options available are: Existing SMO Location, Temporary Visit Location or No Location.
- SMO Attributes tab. If you know the SMO of the location that will be visited, place SMO under Organization Code. Organization Code Type, is a drop down option, and will also need to be completed. If you are unsure of the SMO, you can try searching the information by SMO Name however, this is not recommended.
- Save. At this point your visit will be created and saved to DISS. Visitors will still need to be added.
- To add visitors, select Add Subject.
- Enter visitor SSN in Add Subject line and click Add Subject.
- Under the Subject Visit Access, select the access level you would like to use for the visit, make sure the entry is highlighted.
- Save. This will add the visitor to the visit.

Notes:

1) ***To add more than 1 visitor, repeat the last 3 steps until all visitors have been added.***
2) ***A visit can be edited up until the visit is complete. Once the visit end date has passed, you can remove the visit from your queue by selecting Archive Visit.***
3) ***Process is subject to change, as system is still under development. If you encounter issues, call the DCSA Knowledge Center 1-888-282-7682***