DISS Overview


Facilitator:
- Zaakia Bailey

Guest Speaker(s):
- Ryan Dennis (PSMO-I)
- Nick Levasseur (DMDC)
Follow Up DISS Webinar

At this time, the PSMO is still working to coordinate logistics to schedule a follow-up DISS webinar. Please stay tuned to the DSS website for updates. Additionally, an email will be sent to all past webinar participants as a courtesy when specific details are made available.

Notes:

- If you have not already done so, please click here to email the PSMO to request to be added to the Webinar listserv to be contacted for all future updates from the PSMO. Subject line: “Add Me to Webinar Listserv”
- Please note the date of this next webinar subject to the DISS deployment schedule and may change as DISS SME support is available
- An email invitation will be sent to register for the event which will be on a first come first serve basis
- The PSMO only hosts 1 live session per webinar because the sessions are recorded and made available on the DSS website
Agenda

01 Meeting Room Logistics
Briefly review elements of the meeting room to ensure smooth webinar session

02 PSMO Updates
Briefly review current PSMO trends, news releases, best practices, helpful tips

03 General Updates
Briefly review current trends related to Industry but outside of the PSMO

04 Defense Information System for Security Overview
Review actual screenshots and capabilities of the future system

05 Q&A
Review previously submitted questions as well as questions from our listeners on the phone line
PSMO-I Updates
PSMO-I Updates

**End to End Timeliness (days)**
- T5: 381
- T5R: 375
- T3: 221
- T3R: 189

**DSS Knowledge Center**
- (888) 282-7682
- Select Option #2
- Office Hours: 8:00AM to 5:00PM

**Interim Secret Process**
- DoD policy requires the following for an Interim Secret to be granted:
  - Scheduled investigation
  - Review of the SF-86
  - FP check
  - Proof of U.S. citizenship
- Implemented 1 Aug 2016

**Electronic Initiatives**
- Click to Sign submissions: 98%
- eFingerprint submissions: 100%

**e-QIP Processing**
- To stay within its budget authority, DSS has been metering the expenditure of PSI-I funds and maintaining a daily limit on the number of cases submitted to OPM.
  - If your case is set to expire in 3 days or less, please call the Knowledge Center

**RRU**
- Reciprocity
- Responses to Official Government Requests
- Recertify/ Upgrade/Rejects
T5R Change in Periodicity

• Notice of six year submission window for contractor periodic reinvestigations, effective Jan. 6, 2017
  • Effective immediately, DSS will submit Tier 5 Periodic Reinvestigations (PRs) for industry personnel six years after the date of the previous investigation rather than at the five-year mark to the National Background Investigations Bureau (NBIB) of the Office of Personnel Management. This change in periodicity will be reevaluated prior to December 31, 2017.

• Additional information for Facility Security Officers on when and how to submit Tier 5 PRs at the six-year mark will be provided at a later date. We are asking that industry no longer submit Tier 5 PRs unless directed by DSS.

• Exceptions will be made for those Tier 5 PRs required for Special Access Programs (SAP) as determined by the Government Contracting Activity (GCA). In addition, T5 PRs currently residing with DSS will only be processed if the above exception is met. To identify those T5 PR exceptions for investigation requests currently with DSS, please submit an RRU (Recertify) with the following information:
  • Applicant requires PR processing due to their involvement in a designated caveat program
  • Contact information for FSO
  • Contact information for GCA
PCL Reminder

• Personnel Security Clearances (PCL) do not expire. Individuals with current eligibility in JPAS should not be denied access based on an out-of-scope investigation.

• When the system of record shows current adverse information, but eligibility is still valid, access may continue.

Read the memo signed by the USD/I [here](#)
Personnel Security inquiries (option #2) to include e-QIP authentication resets of the DSS Knowledge Center will be **closed on Friday, January 27, 2017**, for internal training to deliver the highest quality customer service to Industry and Government callers. Reminder, the PCL portion of the DSS Knowledge Center (KC) typically closes on the last Friday of each month. Normal Knowledge Center operations for PCL and e-QIP inquiries will resume on the first non-federal holiday business day following these closures.

In addition to the regularly scheduled closures and in observance of federal holidays, please heed additional closure dates below:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date of Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>President's Day</td>
<td>Friday, 17 February</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Friday, 26 May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Monday, 3 July</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Friday, 1 September</td>
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<tr>
<td>Columbus Day</td>
<td>Friday, 6 October</td>
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<tr>
<td>Veteran's Day</td>
<td>Thursday, 9 November</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Wednesday, 22 November</td>
</tr>
<tr>
<td>Christmas</td>
<td>Friday, 22 December</td>
</tr>
<tr>
<td>New Year’s Day 2018</td>
<td>Friday, 29 December</td>
</tr>
</tbody>
</table>
General Updates
International Law Checks

When an applicant’s investigation request has residence(s) in Argentina, Australia, Canada, Iceland, and Ireland, instruct them to complete the country specific release form.

The release forms allow the NBIB to obtain a law check from the country where the applicant lived which is necessary to full process an e-QIP.

Send completed forms to e-QIP.attachments@OPM.GOV
The "Seasonal Employee" and “Civilian (Temporary, Seasonal Co-Op)” Person Categories will be removed entirely from JPAS on February 18, 2017. SMO’s need to reallocate their personnel accordingly, ASAP.

Please review the JPAS Account Management policy for terms of misuse.

When submitting an Incident Report in JPAS, please ensure each submission addresses AT LEAST the 5Ws (Who, What, When, Where, and Why) when the information is unclassified.

- Additionally, if a submission is marked as "Initial" or "Follow-up," the SMO will need to submit a "Final" IR to allow the DoD Consolidated Adjudication Facility (CAF) to adjudicate the incident. Per DSS guidance, Industry will need to submit all IRs as "Final."

Social Media is not an appropriate venue for discussing JPAS or any requests. Please refer to the Privacy Act process.
DIA SEC-3B

What do we do?
We adjudicate and reciprocate access to Sensitive Compartmented Information (SCI) clearance eligibility and manage industry Due Process procedures and the Periodic Reinvestigation Program for DIA industry personnel.

Who is DIA SEC-3B?
Our Case Managers and Adjudicators review and evaluate background investigations, counterintelligence reports, criminal investigations, credit checks, security reports, and other types of information relevant to determine a contractor’s eligibility for national security clearance and/or access to SCI.

Notice

On 10 Feb 2016 The Deputy Secretary of Defense (DEPSECDEF) signed an Action Memo that directed the transfer of DoD SCI Adjudicative mission from DICAF to the DoD CAF.

IOC date for this transfer was 1 Jul 2016

For more information about this transfer please contact: 4thestatetransinfo@dodiis.mil
DISS Overview
DISS Program Objectives

• The primary goal of the DISS program is to accelerate the security clearance process, reduce security clearance vulnerabilities, decrease back-end processing timelines and support simultaneous information sharing within various DoD entities as well as among authorized federal agencies.

• Over time, DISS is building a foundational architecture and platform to integrate eligibility and access determinations for Personnel Security, Suitability, HSPD-12 credentialing, and future mission capabilities.

• DISS will incrementally replace legacy application to become the single system of record for eligibility determinations and access management with the DoD.
## Phases of DISS Deployment

<table>
<thead>
<tr>
<th>Category</th>
<th>PHASE 1</th>
<th>PHASE 2</th>
<th>PHASE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHASE 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Migration to Single Adjudicative System”</td>
<td></td>
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</tr>
<tr>
<td><strong>PHASE 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“DISS Enterprise Subject Management”</td>
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</tr>
<tr>
<td><strong>PHASE 3</strong></td>
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<td></td>
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<tr>
<td>“Establishment of a Single System of Record”</td>
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</tbody>
</table>

### High Level Summary

- **Phase 1** will migrate off the multiple adjudicative systems and core enterprise services into DISS.
- **Phase 2** will migrate subject management capabilities and additional enterprise services into DISS. Legacy CATS/CATS Portals will be taken offline.
- **Phase 3** completes the rollout of the DISS enterprise services. JPAS will be taken offline during this phase.

### Key Capabilities Stream

**DISS**
- Initial deployment to Full Deployment (FD) (4th Estate to Industry)
- All new cases are adjudicated in DISS and open cases are worked in Legacy CATS systems
- Closed cases from legacy CATS will be migrated to DISS
- OPF, CV, PDC, DC, JPAS interfaces will be enabled

**CATS/CATS Portal**
- Active adjudications and correspondence will occur in DISS
- Legacy CATS will run in parallel with DISS
- Due process will be managed in Legacy CATS (AF and Army)
- Subject search for Adjudicators and Security Officers will be conducted in CATS/CATS Portals

**JPAS**
- Subject search for Security Officers will be conducted JPAS
- Subject management activities are conducted within JPAS (Access, visits, foreign relationships, etc.)
- Incidents will be logged in JPAS and migrated to DISS

**DISS**
- Subject management activities are conducted within DISS (Access, visits, foreign relationships, etc.)
- Due process is managed within DISS
- Data synchronization occurs between JPAS and DISS
- Subject search for Security Officers will be conducted in DISS
- Adjudicative documents will be available within DISS

**CATS/CATS Portal**
- Legacy CATS/CATS Portal will be taken offline (all versions)

**JPAS**
- JPAS will be transitioned to a read only system

**DISS**
- All functions and interfaces are available within DISS

**CATS/CATS Portal**
- Systems will be offline

**JPAS**
- JPAS will be taken offline
End-to-End Overview

DISS will enable consistent standards throughout the collateral DoD Personnel Security, Suitability and HSPD-12 credentialing mission areas. Once fully deployed, DISS will replace JPAS and the legacy Case Adjudication Tracking Systems.
Benefits

- Continuous and integrated workflow between DoD CAF, DSS PSMO-I and SMOs/FSOs
- Ability to provide supporting documents through Secure Portal
- Provide electronic clearance decision (e-Adjudication) by applying defined business rules to investigative case files
- Ability for DoD CAF Adjudicators to view requests about a subject from multiple organizations and perform one review and action
- Updated Incident Workflow process
- Updated Visit Workflow process
- Updated Workflow for SF-312, Classified Information Nondisclosure Agreement (NDA), and ability to review SF-312 history
# DISS Functionality

<table>
<thead>
<tr>
<th>CATS</th>
<th>JVS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• e-Delivery of Investigative Materials</td>
<td>• Subject List</td>
</tr>
<tr>
<td>• e-Adjudication</td>
<td>• Creating Subjects</td>
</tr>
<tr>
<td>• Auto-Assignment of Cases</td>
<td>• Creating Categories &amp; Relationship</td>
</tr>
<tr>
<td>• Adjudication Workflow Management</td>
<td>• Creating Incidents</td>
</tr>
<tr>
<td>• Appeals /PSAB Workflow Management</td>
<td>• Communicating with Adjudicators</td>
</tr>
<tr>
<td>• Due Process Workflow Management</td>
<td>• Security Management Office</td>
</tr>
<tr>
<td>• HSPD-12/Suitability Workflow Management</td>
<td>• User Management</td>
</tr>
<tr>
<td></td>
<td>• Adjudications from other Agencies</td>
</tr>
</tbody>
</table>
DISS User Roles

Security Management Roles (JVS)

- **Hierarchical Roles**
  - Hierarchy Manager
  - Account Manager
  - Security Manager

- **Non Hierarchical Roles**
  - Security Officer
  - Security Officer Admin
  - Component Adjudicator
  - Human Resources Manager
  - Physical access control personnel
  - Visit Administrator
DISS Subject Summary Screen

• To search for a subject using their SSN, enter the SSN in the Search Box.

• The Subject Summary page will display, where the Facility Security Officer can view a subject’s Eligibility Level and Date.

• The tables are expandable by clicking the arrows on the upper left.
Notification Inbox

Notification Inbox displays the Recipient, Detail Type, or type of notification, Details and the date each notification was Received. The asterisk indicates a new notification.
Notification Inbox

Click on any field of a notification to bring up a Notification Details pop-up window. This window displays the Recipient, Type, Related Subject, Status, Status Date, and Content.
Customer Service Request (CSR) Submission Process

When an Industry SO Standard, Administrator, or Security Manager sends one of the following CSRs, it is automatically routed to the Industry Process Team in the CATS application for review: Reconsideration, Recertify, Reciprocity, Upgrade Eligibility, Provide Supplemental Information, Expedite Request.

If approved, the CSR will be forwarded for adjudication. If resolved, the CSR will be closed. In both instances, the submitting SMO will receive a notification.
DISS Communications

RFAs from CATS become a SMO Task in the Portal

RFA response/notification

Case Status

CSR response/notification

CSRs from the Portal become a task within CATS
Create CSR

1. Upload any documents as necessary via the Upload Document button.

2. Fill in the required fields marked with an asterisk (*). The required fields will vary with each CSR type.

3. Select Create.
1. Select the Open CSR within the CSR table
2. Select Cancel Request
Periodic Reinvestigation Report

<table>
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<tr>
<th>SUBJECT NAME</th>
<th>SSN</th>
<th>INVESTIGATION</th>
<th>ELIGIBILITY</th>
<th>OWNING SMO</th>
<th>DAYS PAST DUE</th>
<th>PAST DUE DATE</th>
<th>RELATIONSHIP</th>
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<tr>
<td>Wayne, Bruce</td>
<td>324453253</td>
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<td>Secret</td>
<td>ICOC-1-1</td>
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<td>Smith, Peter</td>
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<td>Jennings, Megha</td>
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<td>AF</td>
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<tr>
<td>Andy, George</td>
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<td>Works-WC-11</td>
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<td>Hardy, Greg</td>
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<tr>
<td>Hardy, Greg</td>
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<td>2016/01/01</td>
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## Outgoing Visit Report

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<tr>
<th>VISIT NAME</th>
<th>VISIT START DATE</th>
<th>VISIT END DATE</th>
<th>VISIT POC</th>
<th>VISITOR NAME</th>
<th>VISITOR STATUS</th>
<th>VISIT ACCESS LEVEL</th>
<th>HOSTING ORGANIZATION</th>
<th>HOSTING SMO</th>
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<tr>
<td>NEC</td>
<td>2016/03/14</td>
<td>2016/03/26</td>
<td>Norman, Tara</td>
<td>Anders, Bryan</td>
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<td>iWorks</td>
<td>iCOV-1-1</td>
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<tr>
<td>new visit</td>
<td>2016/03/15</td>
<td>2016/03/15</td>
<td>Ianne, Iname</td>
<td>Gorray, Wadel</td>
<td>Approved</td>
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<td>iWorks</td>
<td>iWorks·iWC-11</td>
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</table>

### List Of Parameters

From: 2014/06/01  
To: 2016/03/18  
Visitor Status: A, C, 2  
SMO: AF, Army, Bods Burgers-Pi-768, DSS, DoD Civilian, DoDCA-1-1, Industry-KMS-42, JS-1-1, JSA-1-1, NFGO-1-1, Navy, ODA-1-1, Other Federal Agencies, Other SMO, PISO, RayIndustry-Test-1, UFMD-6-1-1, Unknown SMO, iCOV-1-1, iWorks·iWC-11
Q&A

Live Q&A session was held during the call. Please refer to the MP3 file of recorded responses at PSMO Archive Webinars & Documents.
Contact PSMO-I

DSS Knowledge Center
(888) 282-7682, Option #2

Submit an RRU
via JPAS

Fax requested documents only
(571) 305-6011 or PSMO-I.fax@dss.mil

Email
Policy / PSMO-I

PSMO-I Homepage
Click here

DSS Facebook Page
Click here

DSS Twitter
Click here

THANK YOU
For All Your PCL Needs

PSMO-I
Fax: (571) 305-6011
PSMO-I.fax@dss.mil*
Email: dss.quantico.dss-hq.mbx.policyhq@mail.mil
dss.ncr.dss-isfo.mbx.psmoi@mail.mil

*Note: When using the e-fax option to submit SF-312s or any PII, encrypt the file in the first email and send the password in a separate email.

DSS Knowledge Center
Phone: (888) 282-7682
Menu Options:

1 – System Access Issues
   1. e-QIP & Golden Questions
   2. ISFD, OBMS, NCAISS
   3. STEPP

2 – Personnel Security Inquiries
   1. e-QIP & Golden Questions
   2. Research, Recertify or Upgrade
   3. Incident Report or Security Violation
   4. Unacceptable Case Notices
   5. Overseas or CONUS
   6. All Other Personnel Clearance Inquiries

3 – Facility Clearance Inquires
4 – OBMS
5 – CDSE / STEPP
6 – International
7 – Policy
   1. NISPOM Policy Inquiries
   2. NISPOM Policy Email
   3. International Assurance / Visits / LAA

DMDC Contact Center
Phone: 1-800-467-5526
Email: dmdc.contactcenter@mail.mil
dmdc.swft@mail.mil
Menu Options:
1 – JPAS
3 – SWFT
4 – DCII
5 – Personnel Security Inquiry
6 – General Inquiry / Contact Center Information

DoD CAF Call Center
Phone: 301-833-3850 (SSOs and FSOs ONLY)
Website: http://www.dodcaf.whs.mil
Email: whs.meade.dodcaf.mbx.dodcafcallcenter@mail.mil
Menu Options:
5 – Industry

DIA Industry Personnel Security (SEC-3B)
Address: Department of Defense Consolidated Adjudications Facility, Suite #330
        600 10th Street
        Fort George G. Meade, MD 20755-5615
Email: DIActrAdjudications@dodiis.mil

DOHA
Phone: 866-231-3153
Email: dohastatus@ssdgc.osd.mil

Information
High Level PCL Process Overview

**Step 1**
FSO identifies need and initiates e-QIP and instructs applicant to complete.

**Step 2**
Once applicant completes e-QIP, FSO reviews for completeness and releases to PSMO and submits eFP.

**Step 3**
PSMO-I reviews e-QIP for issues and completeness.

**Step 4**
- Complete no issues?
  - **Yes**: Revise and send back to FSO for corrections.
  - **No**: DoDCAF sends SOR to DOHA legal review.

**Step 5**
OPM schedules investigation.

**Step 6**
PSMO-I receives Adv product and processed for Interim Secret/TS.

**Step 7**
OPM completes investigation.

**Step 8**
DoDCAF Adjudicator reviews investigation results and vets the application against adjudicative guidelines.

**Step 9**
Issues?
- **No**: Grant final eligibility.
- **Yes**: DoDCAF sends SOR, sends to FSO/Subject.

**Step 10**
DOHA agrees with SOR, sends to FSO/Subject.

**Step 11**
Subject responds to SOR and returns response to DOHA.

**Step 12**
- Administrative Determination or Official Hearing for final determination.
- OR
  - DOHA disagrees with SOR and recommends final eligibility.
  - OR
    - If Subject fails to respond to SOR, DoDCAF will post Denial/Revocation.

Eligible for re,application after 1 year.
# FIS Tiered Investigations Implementation

## Tiered Investigation Standards

<table>
<thead>
<tr>
<th>Why We Investigate</th>
<th>Public Trust</th>
<th>National Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Suitability</td>
<td>Access to Classified Information</td>
</tr>
<tr>
<td>Position</td>
<td>Low-Risk</td>
<td>Moderate Risk</td>
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<tr>
<td></td>
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<td>High Risk</td>
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<td>Confidential</td>
<td>Secret</td>
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<td></td>
<td>Top Secret</td>
<td>SCI</td>
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<td>Position Sensitivity</td>
<td>Non-Sensitive</td>
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<td>Critical Sensitive</td>
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<td></td>
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<td>Tiered Investigation Associated</td>
<td>Tier 1</td>
<td>Tier 2</td>
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<td>Current Type Investigation</td>
<td>NACI</td>
<td>MBI</td>
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<tr>
<td>Standard Form Used</td>
<td>SF-85</td>
<td>SF-85P</td>
</tr>
<tr>
<td>Who Submits</td>
<td>Government Agencies (not NISP contractors)</td>
<td>FSOs</td>
</tr>
</tbody>
</table>

- Three basic reasons for conducting background investigations
  - National Security – access to classified
  - Suitability / Fitness for government employment
  - Personal Identity Verification in support of credentialing
    - Physical access to facilities and or logical access to systems

Source: Security Policy & Oversight Division (USD/I)
Three Types of RRU Requests

Reciprocity

Responses to Official Government Requests

Reopen/Upgrade/Rejects

For all other inquiries, FSOs should contact the PSMO-I via the DSS Knowledge Center.
# When to Submit an RRU

<table>
<thead>
<tr>
<th>Submit RRU</th>
<th>Call DSS</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in Marital Status/Cohabitation (&quot;Scheduled&quot; investigation only)</td>
<td>Recertify</td>
<td></td>
</tr>
<tr>
<td>Change in Marital Status/Cohabitation with Foreign National</td>
<td>Recertify</td>
<td></td>
</tr>
<tr>
<td>DSS requests a PR to be submitted but a PR is not required</td>
<td>Recertify</td>
<td></td>
</tr>
<tr>
<td>SCI No Longer Required</td>
<td>Recertify</td>
<td></td>
</tr>
<tr>
<td>SCI Request</td>
<td>Recertify</td>
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<tr>
<td>SSN Change</td>
<td>Recertify</td>
<td></td>
</tr>
<tr>
<td>LOJ with Previous Valid Eligibility</td>
<td>Upgrade</td>
<td></td>
</tr>
<tr>
<td>No Determination Made with Previous Valid Eligibility</td>
<td>Upgrade</td>
<td></td>
</tr>
<tr>
<td>Reciprocity</td>
<td>Recertify</td>
<td></td>
</tr>
<tr>
<td>Change of Employment</td>
<td></td>
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<tr>
<td>Request Adjudication on Closed Investigation (provided the closed investigation is over 30 days)</td>
<td></td>
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<tr>
<td>Cancel &quot;Scheduled&quot; Investigation (Subject No Longer Requires Access)</td>
<td></td>
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<tr>
<td>PII Change (No Longer has DOD/Military associations)</td>
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<tr>
<td>Request Adjudication on Closed Investigation (needs to move to a another DoD component for adj)</td>
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<tr>
<td>Reopen &quot;Discontinued&quot; Investigation</td>
<td></td>
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<tr>
<td>Upgrade/Downgrade Investigation</td>
<td></td>
<td></td>
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<tr>
<td>Status of investigation/adjudication (outside standard timeframes)</td>
<td></td>
<td></td>
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<tr>
<td>Critical priority requests (i.e. expiring e-QIP)</td>
<td></td>
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<tr>
<td>Cancel “Scheduled” Investigation (Employment Termination)</td>
<td></td>
<td>Separate in JPAS</td>
</tr>
<tr>
<td>Erroneous DOD/Military category</td>
<td></td>
<td>Call DMDC</td>
</tr>
</tbody>
</table>