

DD-2962 (0704-0542) Personnel Security System Access Request (PSSAR) Form

Non-Substantive Revision Justification

Background: Defense Information System for Security (DISS) is developed to replace legacy systems for personnel security as outlined in DoD/Joint Staff SORN DMDC 24 (<http://dpcl.dod.mil/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/799795/dmdc-24-dod/>). During the upcoming transition between the current system of record for personnel security clearances and suitability determinations, Joint Personnel Adjudication System (JPAS), and DISS, DMDC must provide access request forms to new users of DISS.

Description of changes in new DD-2962 version: The present version of DD-2962 remains unchanged; this version allows authorized users to request access to the Joint Personnel Adjudication System (JPAS). The proposed DD-2962 Version 2 replaces JPAS with DISS, in blocks 16 and 17 for user provisioning (see Figure 1), and in the associated instructions sections on page 3 (see Figure 2).

Impact on burden and respondents of 0704-0542: There is no impact on the respondents by creating a second version of the DD-2962. There is no change in the number of respondents, the type of respondents, nor the estimated time per response, as outlined in 0704-0542, approved 9/14/2015. Facility Security Officers (FSO) will complete and submit either the original DD-2962 or the proposed Version 2, but not both.

Figure 1: Blocks 16 and 17 replace JPAS with DISS user provisioning requests. Version 1 is top two images; Version 2 is bottom image.

16. JOINT CLEARANCE ACCESS VERIFICATION SYSTEM (JCAVS) (GOVERNMENT/INDUSTRY)			
a. TYPE OF ACCOUNT REQUESTED: <input type="checkbox"/> ACCOUNT MANAGER			
b. ACCESS REQUESTED - INDUSTRY:		c. ACCESS REQUESTED - GOVERNMENT ONLY:	
<input type="checkbox"/> LEVEL 2	CORPORATE OFFICER (SCI)	<input type="checkbox"/> LEVEL 2	MACOM/ACTIVITY/HQ/AGENCY SSO
<input type="checkbox"/> LEVEL 3	COMPANY FSO OFFICER/MANAGER (SCI)	<input type="checkbox"/> LEVEL 3	BASE/POST/SHIP/etc. SSO
<input type="checkbox"/> LEVEL 4	CORPORATE OFFICERS MANAGER	<input type="checkbox"/> LEVEL 4	MACOM NON-SCI SECURITY MANAGER
<input type="checkbox"/> LEVEL 5	COMPANY FSO OFFICERS/MANAGER	<input type="checkbox"/> LEVEL 5	BASE/POST/SHIP/NON-SCI SECURITY MGR.
<input type="checkbox"/> LEVEL 6	UNIT SECURITY MGR/VISITOR CONTROL	<input type="checkbox"/> LEVEL 6	UNIT SECURITY MANAGER
<input type="checkbox"/> LEVEL 7	GUARD ENTRY PERSONNEL	<input type="checkbox"/> LEVEL 7	COLLATERAL ENTRY CONTROLLER
<input type="checkbox"/> LEVEL 8	GUARD ENTRY PERSONNEL (SCI)	<input type="checkbox"/> LEVEL 8	SCIF ENTRY CONTROLLER
<input type="checkbox"/> LEVEL 10	VISITOR MANAGEMENT	<input type="checkbox"/> LEVEL 10	VISITOR MANAGEMENT
d. PERMISSION REQUESTED: <input type="checkbox"/> INITIATE PSI <input type="checkbox"/> REVIEW e-QIP <input type="checkbox"/> OVERRIDE PSI <input type="checkbox"/> APPROVE e-QIP			

17. JOINT ADJUDICATION MANAGEMENT SYSTEM (JAMS) (CAF ONLY)			
a. USER ROLES			
CAF: _____		CAF TEAM: _____	
EMPLOYEE CODE: _____			
b. ACCESS REQUESTED:		c. USER PERMISSIONS:	
<input type="checkbox"/> ACCOUNT MANAGER	<input type="checkbox"/> CUSTOMER SUPPORT	<input type="checkbox"/> SAP	<input type="checkbox"/> CASE MANAGEMENT
<input type="checkbox"/> MANAGER	<input type="checkbox"/> ADJUDICATOR	<input type="checkbox"/> SCI	<input type="checkbox"/> UPDATE CASE COMPONENT
<input type="checkbox"/> COMPUTER ANALYST	<input type="checkbox"/> MANAGEMENT SUPPORT	<input type="checkbox"/> TS	<input type="checkbox"/> ASSIGN CAF CASES
<input type="checkbox"/> CASE ASSIGNMENT PERSONNEL	<input type="checkbox"/> PENDING USER	<input type="checkbox"/> SECRET	<input type="checkbox"/> REVIEW REQUIRED
<input type="checkbox"/> SECURITY ASSISTANT	<input type="checkbox"/> SUPERVISOR	<input type="checkbox"/> REPORTS	<input type="checkbox"/> REASSIGN TO OTHER CAF
	<input type="checkbox"/> MAILROOM	<input type="checkbox"/> JCAVS	<input type="checkbox"/> ASSIGN/REASSIGN CASES
		<input type="checkbox"/> LAA	<input type="checkbox"/> REASSIGN FROM OTHER EMPLOYEE
d. SPECIAL CASE USER CAN HANDLE <input type="checkbox"/> CAF EMPLOYEES		<input type="checkbox"/> PRESIDENTIAL SUPPORT	<input type="checkbox"/> GS-15/GENERAL OFFICER
e. INVESTIGATION REQUEST PERMISSIONS <input type="checkbox"/> REVIEW PSQ		<input type="checkbox"/> APPROVE e-QIP	



16. DEFENSE INFORMATION SYSTEM FOR SECURITY (DISS - Portal) (GOVERNMENT/INDUSTRY)			
a. SMO NAME: _____			
b. ROLE REQUESTED:			
<input type="checkbox"/> SECURITY OFFICER STANDARD	<input type="checkbox"/> SECURITY OFFICER ADMIN	<input type="checkbox"/> HIERARCHY MANAGER	<input type="checkbox"/> PHYSICAL ACCESS CONTROL PERSONNEL
<input type="checkbox"/> COMPONENT ADJUDICATOR	<input type="checkbox"/> SECURITY MANAGER		<input type="checkbox"/> SECURITY OFFICER VISIT ADMIN
<input type="checkbox"/> HUMAN RESOURCE MANAGER	<input type="checkbox"/> ACCOUNT MANAGER		<input type="checkbox"/> HELP DESK/ADMINISTRATOR
17. DEFENSE INFORMATION SYSTEM FOR SECURITY (DISS - CATS) (GOVERNMENT/INDUSTRY)			
a. USER ROLES			
ORGANIZATION: _____	DIVISION: _____	BRANCH: _____	TEAM: _____
b. ROLE REQUESTED:			
<input type="checkbox"/> EXECUTIVE CHIEF	<input type="checkbox"/> ADJUDICATOR	<input type="checkbox"/> PE SCREENER	<input type="checkbox"/> PROCESS TEAM
<input type="checkbox"/> DIVISION CHIEF	<input type="checkbox"/> TRAINEE	<input type="checkbox"/> GENERAL COUNSEL	<input type="checkbox"/> INDUSTRY PROCESS TEAM
<input type="checkbox"/> BRANCH CHIEF	<input type="checkbox"/> IT SCREENER 1	<input type="checkbox"/> OPM LIAISON	<input type="checkbox"/> QUALITY CONTROL
<input type="checkbox"/> TEAM CHIEF	<input type="checkbox"/> IT SCREENER 2	<input type="checkbox"/> METRICS	

Figure 2: Instruction sections 16 and 17 replace JPAS with DISS user instructions for associated blocks. Version 1 is on left; Version 2 is on right.

16. Joint Clearance and Access Verification System (JCAVS). For Government and Industry applicants.

16.a. Type of Account Requested. Select "Account Manager" only if Applicant is to manage JCAVS accounts on behalf of the organization/company/service.

16.b. Access Requested - Industry. Select appropriate permission(s).

16.c. Access Requested - Government Only. Select appropriate permission(s).

16.d. Permissions Requested. Select appropriate permission(s).

17. Joint Adjudication Management System (JAMS). CAF only.

17.a. JAMS User Roles. Provide information and select appropriate boxes for user functions, access and permissions. JAMS is only authorized for CAFs.

17.b. Access Requested. JAMS access requested.

17.c. User Permissions. JAMS user permission(s).

17.d. Special Case User Can Handle. Select high priority cases JAMS user can handle.

17.e. Investigation Request Permissions. Select Investigation Request permissions for JAMS user.



16. Defense Information System for Security (DISS - Portal). For Government and Industry applicants.

16.a. SMO Name. Security Management Office name.

16.b. Role Requested. Indicate the requested user role(s) by marking the appropriate checkbox.

17. Defense Information System for Security (DISS - CATS).

17.a. User Role. Adjudication role.

17.b. Role Requested. Indicate the requested user role(s) by marking the appropriate checkbox.