

DISS JVS JOB AID

Remove Subject Relationship from SMO
in the Joint Verification System

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY





Permissible Role(s) to Remove Subject Relationship from SMO:

- Security Officer
- Security Officer Admin
- Security Officer Visit Admin
- Security Manager
- Component Adjudicator
- Application Admin

Removing SMO Ownership of Subject



When personnel with national security eligibility leave your company/organization you will need to debrief them and remove SMO relationship.

If you don't Debrief first, the Remove Relationship Wizard will take you through the Debrief process.

Note: It does not matter in DISS JVS if you Debrief first or Remove the Relationship first.

FIND SUBJECT

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Search Subject



To find a Subject in the **Subject Management** control panel, search for a subject by entering their nine-digit SSN or PSSN in the **Subject Search** field and clicking on "Search Subjects".

Or click on **View Subjects** and type in the individual's name in the top when the **Subjects tab** appears.

A screenshot of the "Subject" management interface. The interface has a dark blue header with a dropdown arrow and the word "Subject". Below the header, there are several blue links: "View Subjects", "Mass Subject Transfer", "Mass Indoctrination", and "Mass Debrief". A yellow arrow points to the "View Subjects" link. Below these links is the "Subject Search:" section, which contains a text input field with the placeholder "Enter SSN or Pseudo SSN". A yellow arrow points to this input field. Below the input field is a green button with the text "Search Subjects", which is circled in yellow. At the bottom of the section is a blue link "Create Subject".

▼ Subject

[View Subjects](#)

[Mass Subject Transfer](#)

[Mass Indoctrination](#)

[Mass Debrief](#)

Subject Search:

Enter SSN or Pseudo SSN

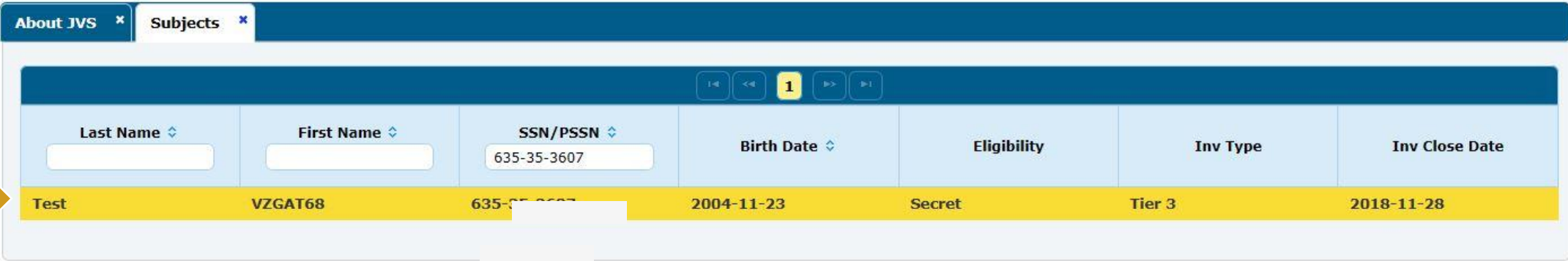
[Search Subjects](#)

[Create Subject](#)

Searched by Social Security Number



The **Subjects** tab will open with the Subject requested. Select the subject's name.



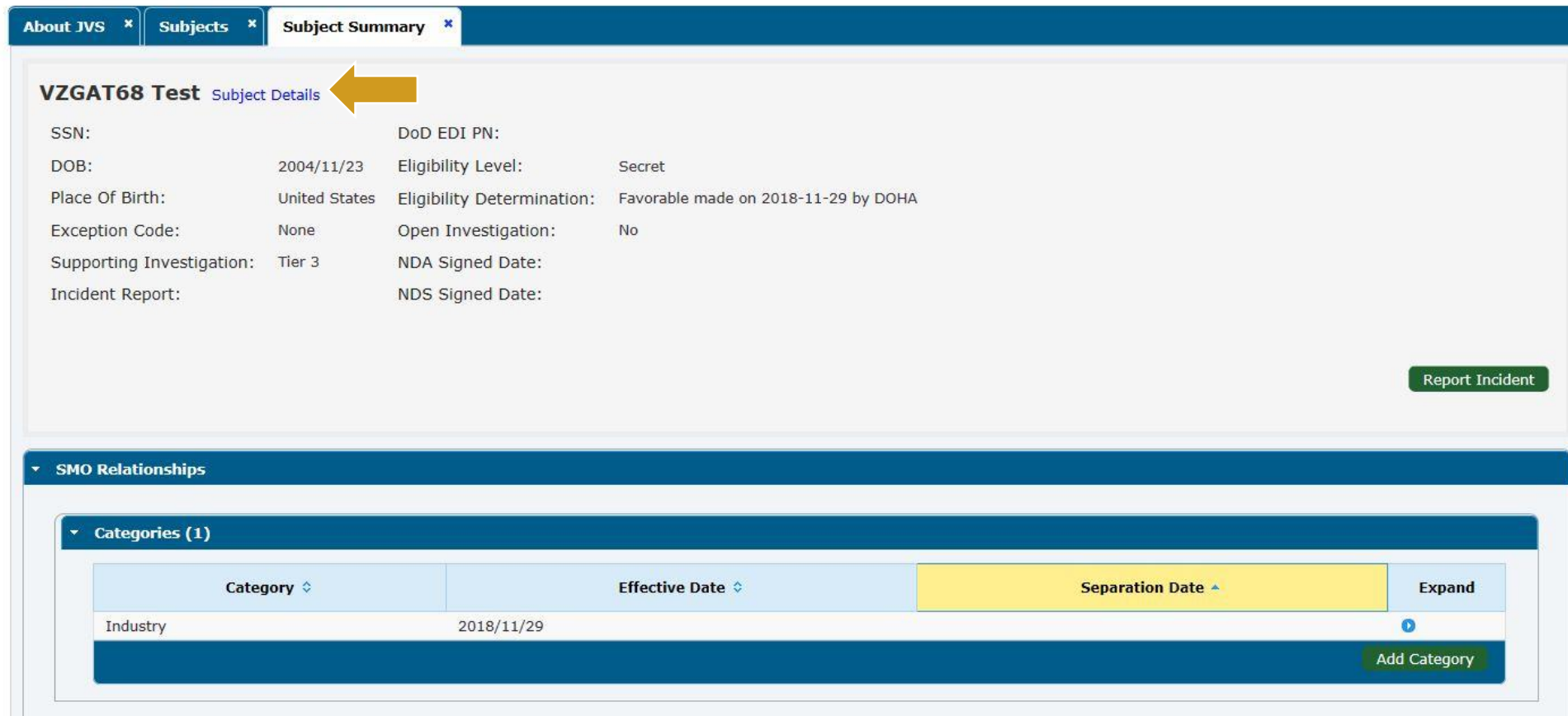
The screenshot shows the 'Subjects' tab in the JVS system. At the top, there are two tabs: 'About JVS' and 'Subjects'. Below the tabs is a search bar with a dropdown menu. The search results are displayed in a table with the following columns: Last Name, First Name, SSN/PSSN, Birth Date, Eligibility, Inv Type, and Inv Close Date. The first row of data is highlighted in yellow and contains the following information: Test, VZGAT68, 635-35-3607, 2004-11-23, Secret, Tier 3, and 2018-11-28. An orange arrow points to the 'Test' value in the 'Last Name' column.

Last Name	First Name	SSN/PSSN	Birth Date	Eligibility	Inv Type	Inv Close Date
Test	VZGAT68	635-35-3607	2004-11-23	Secret	Tier 3	2018-11-28

Subject Summary



The **Subjects Summary** tab will open. Select the **Subject Details** highlighted next to the subject name.

A screenshot of the "Subject Summary" page for "VZGAT68 Test". The page has a blue header with tabs: "About JVS", "Subjects", and "Subject Summary". The "Subject Summary" tab is active. Below the header, the subject name "VZGAT68 Test" is followed by a link "Subject Details" which is highlighted in blue. A yellow arrow points to this link. Below the link, there is a table of personal and security information. To the right of this table is a green button labeled "Report Incident". Below the table, there is a section titled "SMO Relationships" with a dropdown arrow. Under this section, there is a sub-section titled "Categories (1)" with a dropdown arrow. Below this, there is a table with columns: "Category", "Effective Date", "Separation Date", and "Expand". The first row of the table shows "Industry" as the category and "2018/11/29" as the effective date. Below the table, there is a green button labeled "Add Category".

SSN:		DoD EDI PN:	
DOB:	2004/11/23	Eligibility Level:	Secret
Place Of Birth:	United States	Eligibility Determination:	Favorable made on 2018-11-29 by DOHA
Exception Code:	None	Open Investigation:	No
Supporting Investigation:	Tier 3	NDA Signed Date:	
Incident Report:		NDS Signed Date:	

Report Incident

SMO Relationships

Categories (1)

Category	Effective Date	Separation Date	Expand
Industry	2018/11/29		

Add Category

Subject Details



In Subject Details select the **Accesses** tab.

A screenshot of the "Subject Details" page for "VZGAT68 Test". The page has a top navigation bar with tabs: "About JVS", "Subjects", "Subject Details" (active), and "Subject Summary". Below the tabs, the subject's information is displayed: SSN, DOB (2004/11/23), Eligibility Level (Secret), Eligibility Determination (Favorable made on 2018-11-29 by DOHA), and Supporting Investigation (Tier 3). A yellow arrow points down from this information to the "Accesses" tab in the main navigation bar. The "Accesses" tab is highlighted, and the "Subject Actions" dropdown menu is open, showing "Citizenship (1)" and "Investigation Requests (0)".

VZGAT68 Test

SSN:

DOB: 2004/11/23

Eligibility Level: Secret

Eligibility Determination: Favorable made on 2018-11-29 by DOHA

Supporting Investigation: Tier 3

Basic Info. **Contact Info.** **Other Subject Details** **SMO Relationships** **Incidents** **Accesses** **CSRs/RFAs** **Foreign Travel**

Subject Actions

Citizenship (1)

Country	Citizenship Date	Citizenship Type	Renunciation Date	Options
United States	2018/11/28	Naturalized Citizen		

Investigation Requests (0)

Request Date	Status	Type	SMO	Agency	EQIP Id	Options
No records found.						

DEBRIEF

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Debrief



In **Accesses** tab you must click on the expand button on the far right.

Access (1)					
Access Level ▾	Status ▲	Granted ▾	Granted By ▾	Subject Category ▾	Expand
Secret	ACTIVE	2020/09/23	561P94 - TEKSYNAP CORP	Industry	
					

Click to expand

Associated Relationships: Debrief Access



The Associated Relationship sub tab will appear. Select “Debrief Access”.

Access (1)

Access Level	Status	Granted	Granted By	Subject Category	Expand
Secret	ACTIVE	2020/09/23	561P94 - TEKSYNAP CORP	Industry	
Access Information Indoctrination Date: 2020/09/21 Subject Category: Industry Attestation Date: Attestation Document:					
Debrief Information Debrief Date: Access Removal Reason: Debriefing SMO: Debrief Type: Access Removal Date: Debrief Comments:					
Associated Relationships					
Type	SMO Name	Begin Date	ICC	End Date	Term. Reason
Owning	561P94 - TEKSYNAP CORP	2018/11/29	Assurance1		

Debrief Access Suspend Access Grant Access

Debrief



There are two types of Debriefing, **Admin** and **Person Debrief**. In a **Person Debrief** the person is physically present while in an **Admin Debrief** the person was not available.

- For an **Admin Debrief** or **Person Debrief**, you must provide an **Access Removal Reason** from the drop down menu.
- **Debrief Date** is not required for an Admin Debrief but it is for a **Person Debrief**.

A screenshot of the 'Debrief Access' form. The form has a blue header with the title 'Debrief Access' and a close button. Below the header, there are several fields: a dropdown menu for '*Debrief Type:' with the placeholder 'Select Debrief Type', a text field for 'Debrief Date:' with a calendar icon, a dropdown menu for '*Access Removal Reason:' with the placeholder 'Select Removal Reason', a text field for 'Access Removal Date:' containing '2020/09/23', and a large text area for 'Debrief Comments:' with a character count '50 characters remaining.' at the bottom. At the very bottom of the form are 'Save' and 'Cancel' buttons. Three yellow arrows point to the '*Debrief Type:', 'Debrief Date:', and '*Access Removal Reason:' fields from the left.

Debrief Access Example



Select **Debrief Type**: Person Debrief.

Select **Debrief Date** from calendar icon.

Select **Access Removal Reason** from dropdown menu: Separation/Transfer.

Access Removal Date auto populates with today's date.

Debrief Comments are optional.

Select **“Save”** when done.

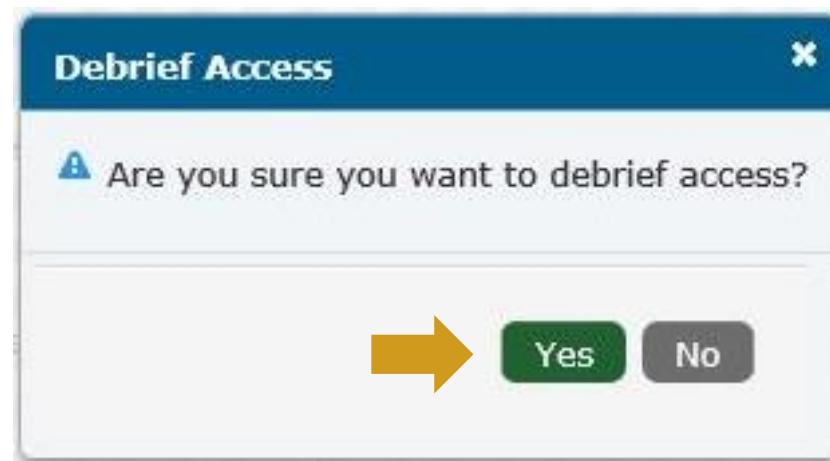
A screenshot of the 'Debrief Access' form. The form has a blue header with the title 'Debrief Access' and a close button. Below the header, there are several fields: '*Debrief Type:' with a dropdown menu showing 'Person Debrief'; '*Debrief Date:' with a text input showing '9/23/20' and a calendar icon; '*Access Removal Reason:' with a dropdown menu showing 'Separation/Transfer'; 'Access Removal Date:' with a text input showing '2020/09/23'; 'Debrief Comments:' with a large text area containing the text 'Subject is leaving company.' and a character count '23 characters remaining.'; and at the bottom, a 'Save' button and a 'Cancel' button. Yellow arrows point to each of these fields: the first arrow points to the Debrief Type dropdown, the second to the Debrief Date input, the third to the Access Removal Reason dropdown, the fourth to the Access Removal Date input, the fifth to the Debrief Comments text area, and the sixth to the Save button.

Confirm Debrief Access



A pop up box **Debrief Access** will appear asking you to confirm.

Select **“Yes”**.



Access Tab: Debriefed



The **Access** tab in the **Status** column will show **DEBRIEFED**.

Access (1)					
Access Level	Status	Granted	Granted By	Subject Category	Expand
Secret	DEBRIEFED	2020/09/23	561P94 - TEKSYNAP CORP	Industry	▶
Grant Access					

REMOVE RELATIONSHIP

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Remove SMO Ownership



To remove SMO ownership select the **SMO Relationships** tab.

A screenshot of a web application interface showing a row of tabs: "Other Subject Details", "SMO Relationships", "Incidents", "Accesses", "CSRs/RFAs", and "Foreign Travel". The "SMO Relationships" tab is highlighted with a yellow border. Below the tabs is a dark blue horizontal bar. At the bottom, there are two columns: "Signed Date" with a dropdown arrow and "Effective Date" with a double-headed arrow.

Remove Existing Relationship



To remove an existing relationship simply click the **delete icon**, the garbage can, in the **Relationships** table. A pop-up window displays with several steps to complete the process.

A screenshot of a web application interface for managing relationships. The interface has a dark blue header bar with a dropdown menu labeled "Relationships (1)". Below the header is a table with columns: Category, Relationship, SMO, Begin Date, End Date, Options, and Expand. The first row of data shows "Industry" as the category, "Owning" as the relationship, "561P94 - TEKSYNAP CORP" as the SMO, and "2018/11/29" as the begin date. In the "Options" column for this row, there is a trash can icon. A large yellow arrow points to this trash can icon. At the bottom right of the table, there is a green button labeled "Add Relationship".

Category	Relationship	SMO	Begin Date	End Date	Options	Expand
Industry	Owning	561P94 - TEKSYNAP CORP	2018/11/29			

Remove Relationship Wizard



The Remove Relationship Wizard displays requiring several steps to complete the process.

If you have already removed Access (Debriefed) it will skip over.

A screenshot of the 'Remove Relationship Wizard' software interface. The window has a dark blue title bar with the text 'Remove Relationship Wizard' and a close button. Below the title bar is a horizontal progress bar with four steps: 'Relationship' (highlighted in dark blue), 'Access' (light grey), 'Visits & Relationships' (light grey), and 'Summary' (light grey). The main content area is titled 'Relationship Termination Information' and contains two required fields: '*Termination Reason:' with a dropdown menu showing 'Select One', and '*Termination Date:' with a text input field showing 'yyyy/mm/dd' and a calendar icon. At the bottom right of the form are two buttons: 'Cancel' (grey) and 'Next' (green).

Remove Relationship Wizard

Relationship Access Visits & Relationships Summary

Relationship Termination Information

*Termination Reason: Select One

*Termination Date: yyyy/mm/dd

Cancel Next

Termination Reason and Date



The first step to Remove the Relationship is to select a **Termination Reason** from the drop-down menu.

Then, select a **Termination Date** using the calendar provided by clicking the calendar icon.

Click “**Next**” to continue onto the next step.

A screenshot of the 'Remove Relationship Wizard' interface. The wizard has four steps: 'Relationship' (active), 'Access', 'Visits & Relationships', and 'Summary'. Under the 'Relationship' step, there is a section titled 'Relationship Termination Information'. It contains two fields: '*Termination Reason:' with a dropdown menu showing 'Separation', and '*Termination Date:' with a text box showing '2020/09/23' and a calendar icon. At the bottom right of the form are 'Cancel' and 'Next' buttons. Three yellow arrows point to the 'Relationship' step, the 'Termination Date' field, and the 'Next' button.

Visits and Servicing Relationship Canceled



Servicing relationships and visits will be removed and cancelled if the relationship is terminated. **Note:** Access had already been removed. Select “**Next**” to continue.

Remove Relationship Wizard

Relationship > Access > **Visits & Relationships** > Summary

The following servicing relationships and visits will be removed and canceled if this relationship is terminated:

Related Servicing Relationships (0)	
SMO Name	Begin Date
No records found.	

Related Visits (0)				
Representing SMO	Begin Date	End Date	Description	Name
No records found.				

Back Cancel **Next**

Summary



A summary of the **Remove Relationship** actions will display providing you one last chance to cancel the **Remove Relationship** action. Select “**Save**” to continue the SMO relationship removal process.

Remove Relationship Wizard

Removing this owning relationship will terminate subject category

Relationship

Access

Visits & Relationships

Summary

You have selected to remove a relationship with VZGAT68 Test.

You provided Separation as the termination reason for the relationship.

Related Access to be Debriefed (0)

Type	Status	Granted	Granted By
No records found.			


Debrief Information

Debrief Comments:
Debrief Date:
Debrief Type
Access Removal Reason

Back

Cancel

Save



Owning Relationship Ended



A message in a yellow box will show in the upper right corner **Owning Relationship Ended.**

Supporting Investigation: Tier 3

→ **Owning Relationship Ended.**

Basic Info. **Contact Info.** **Other Subject Details** **SMO Relationships** **Incidents** **Accesses** **CSRs/RFAs** **Foreign Travel**

▼ **Categories (0)**

Category	Effective Date	Separation Date	Expand
No subject categories exist.			
Add Category			

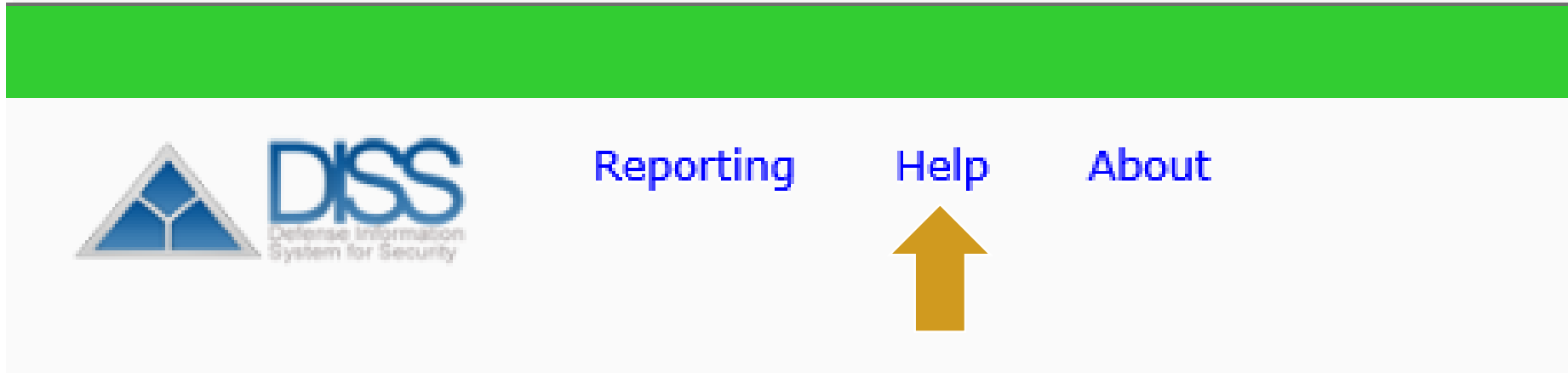
▼ **Category Organizations (0)**

Organization Name	Category Name	Begin Date	End Date	Options
No subject organizations exist.				

▼ **Relationships (0)**

Category	Relationship	SMO	Begin Date	End Date	Options	Expand
Select	Select					
No relationships found with that criteria.						
Add Relationship						

Questions



For more information about these DISS actions see the **Joint Verification System (JVS) and Reporting User Manual** which can be accessed in DISS in the upper left corner by clicking on Help or contact the **DISS Customer Call Center (CCC) at 1-800-467-5526**.

Note: If you encounter an issue with a specific record, be prepared to provide a screenshot via encrypted email.