DISS JVS JOB AID

Remove Subject Relationship from SMO in the Joint Verification System

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

Jan. 2021

Permissions

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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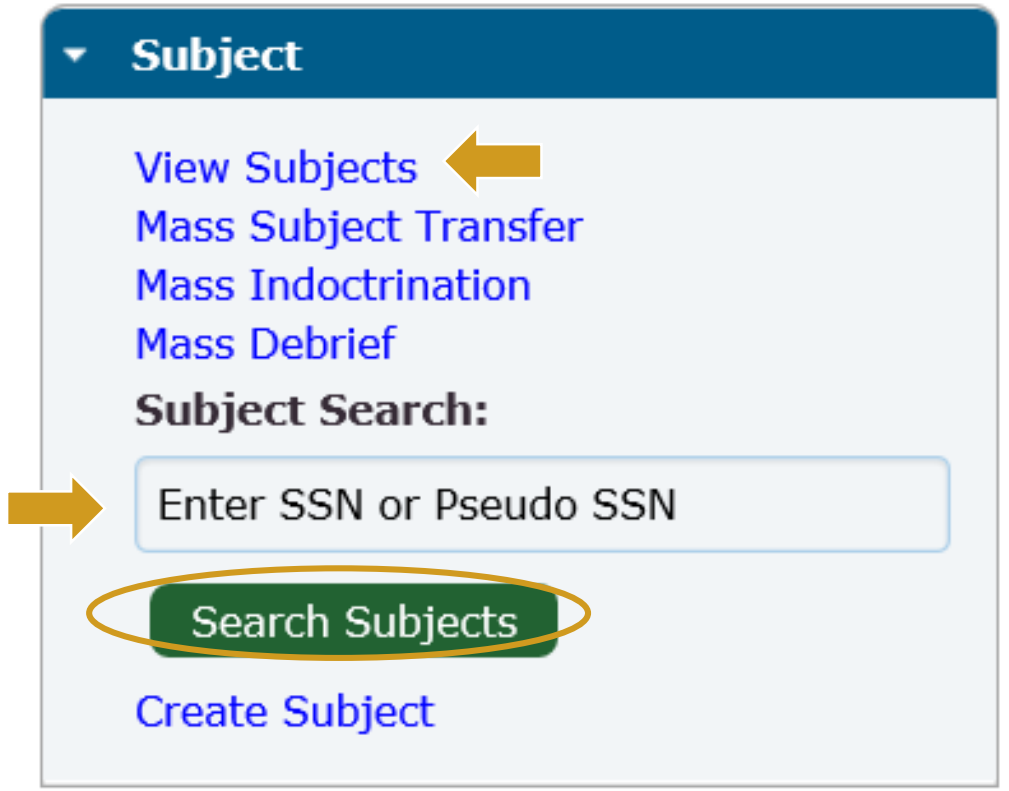
Search Subject

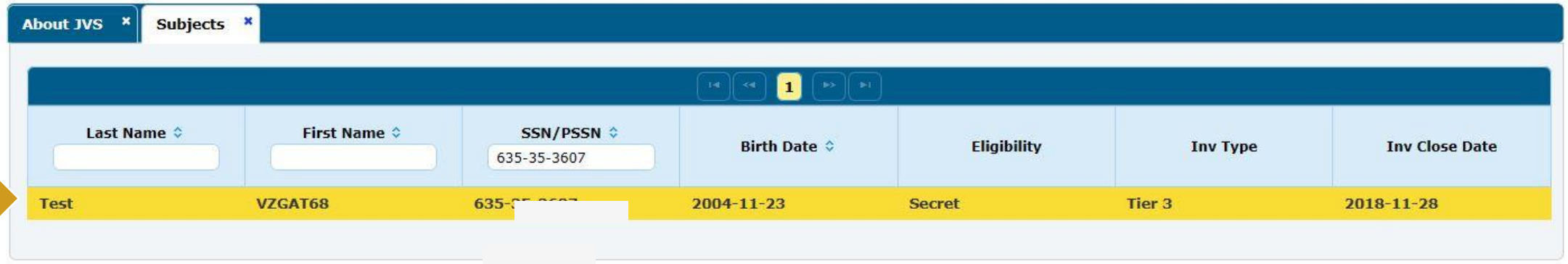
To find a Subject in the **Subject Management** control panel, search for a subject by entering their nine-digit SSN or PSSN in the **Subject Search** field and clicking on "**Search Subjects**".

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



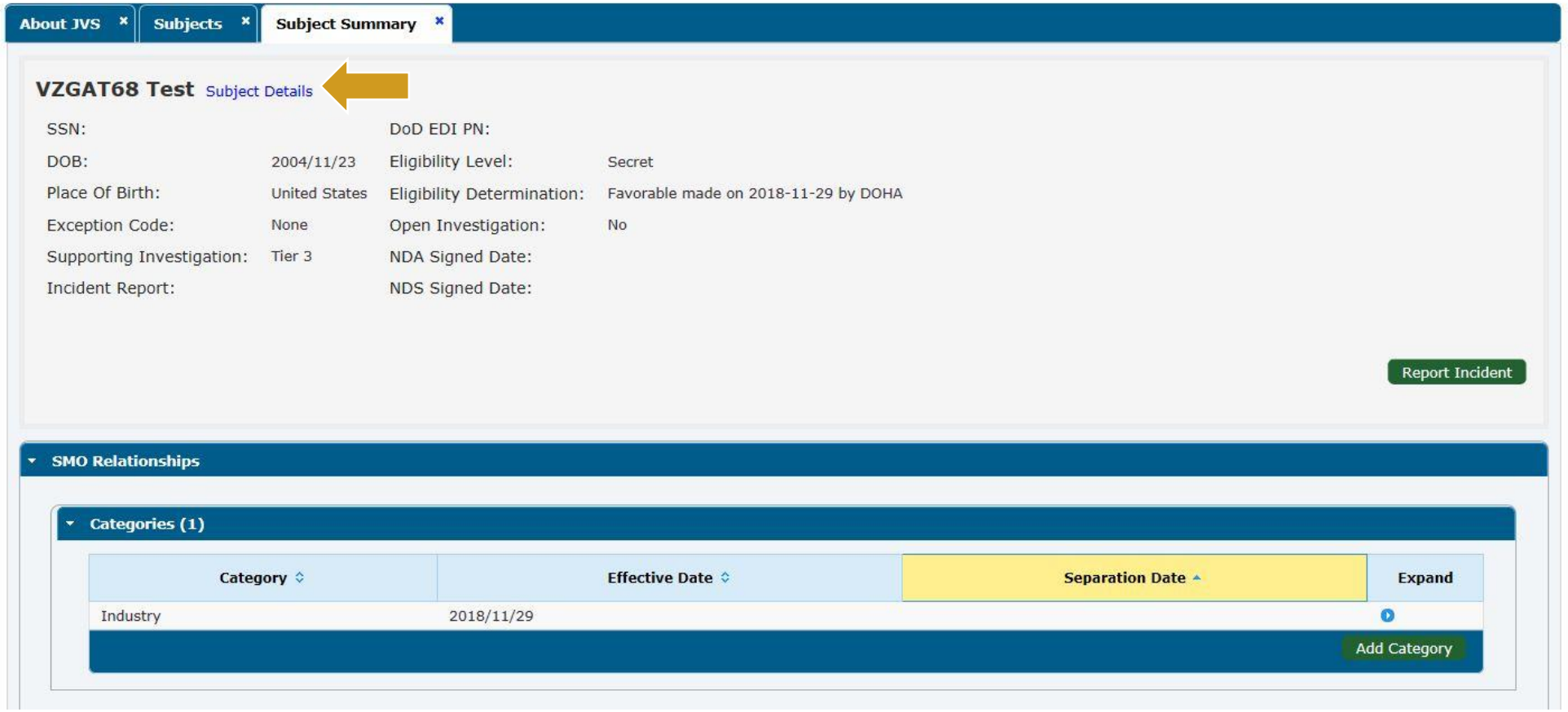
Searched by Social Security Number

The **Subjects t**ab will open with the Subject requested. Select the subject's name.



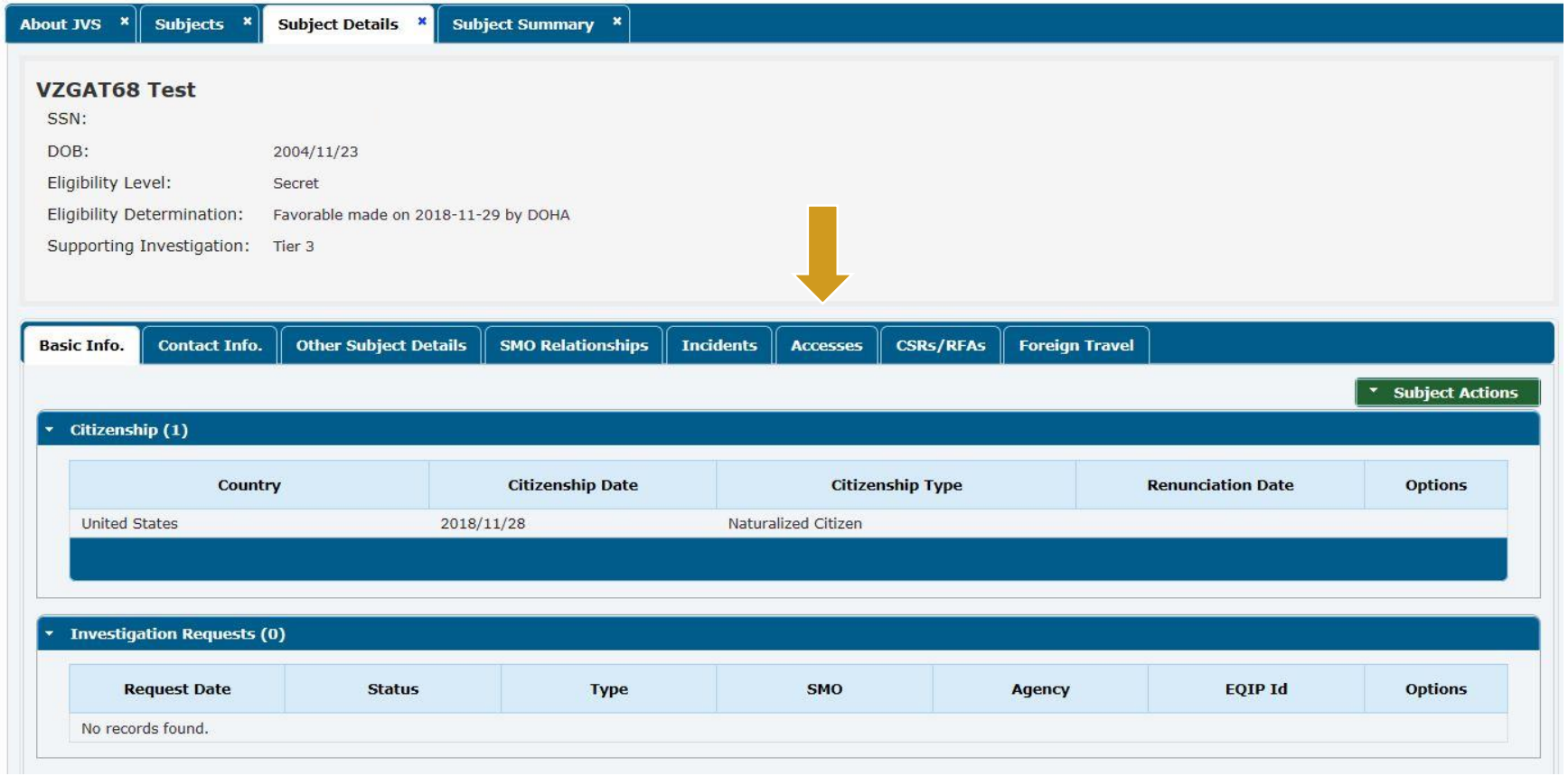
Subject Summary

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



Subject Details

In **Subject Details s**elect the **Accesses** tab.



DEBRIEF

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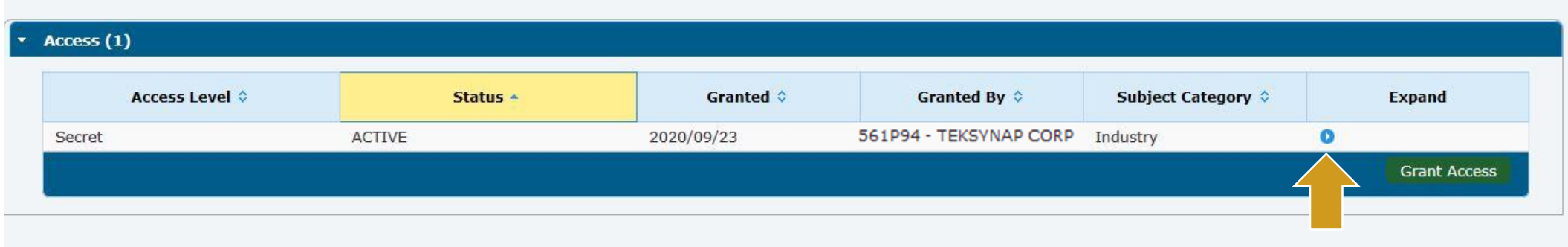
Debrief

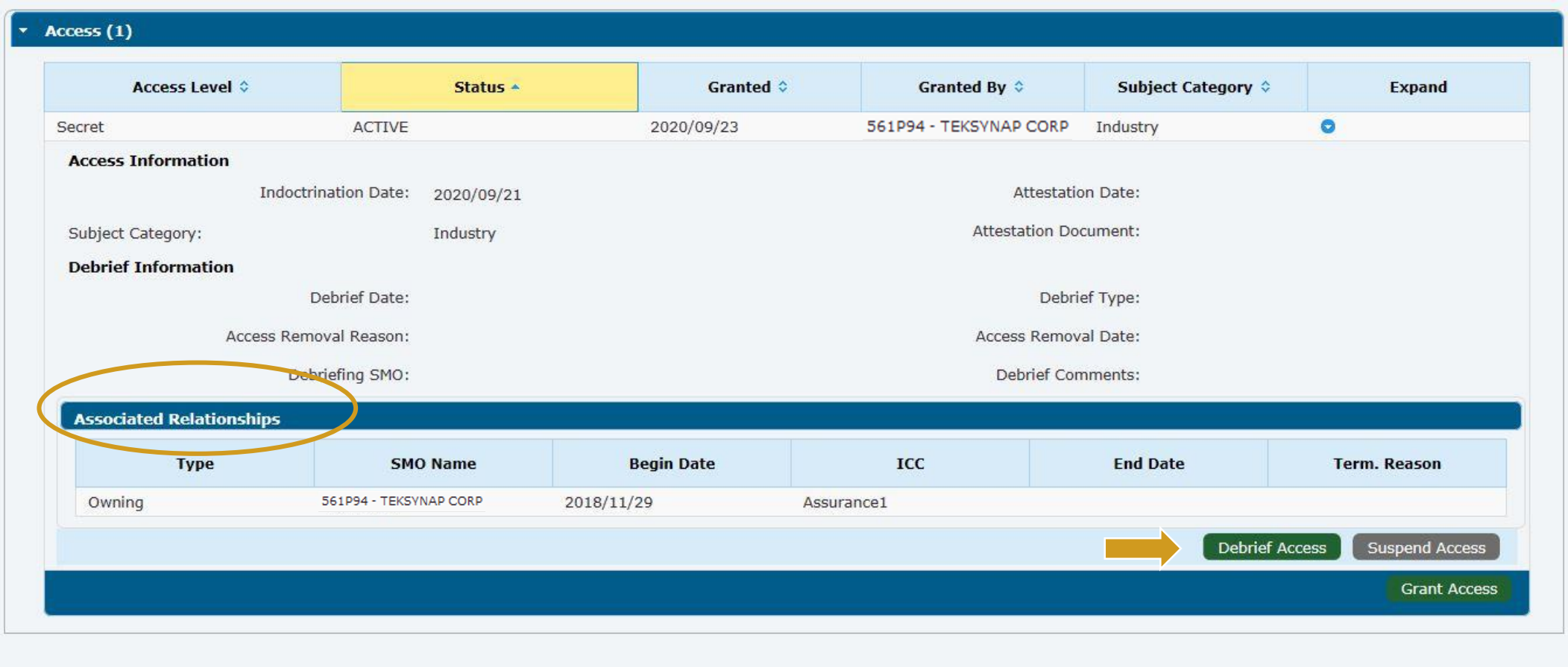
In **Accesses** tab you must click on the expand button on the far right.



Click to expand

Associated Relationships: Debrief Access

The **Associated Relationship** sub tab will appear. Select "**Debrief 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.**

Debrief Access Example

Select **Debrief Type**: Person Debrief.

Select ***Debrief Date*** from calendar icon.

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

Access Removal Date auto populates with today's date.

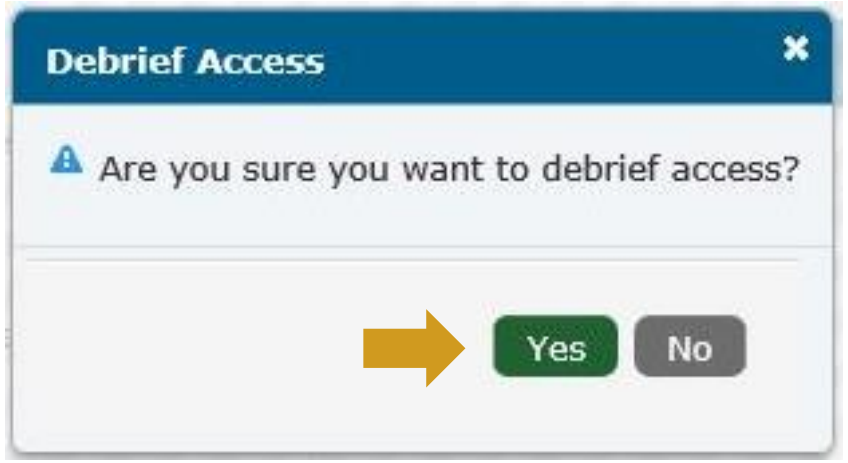
Debrief Comments are optional.

Select **"Save"** when done.

Confirm Debrief Access

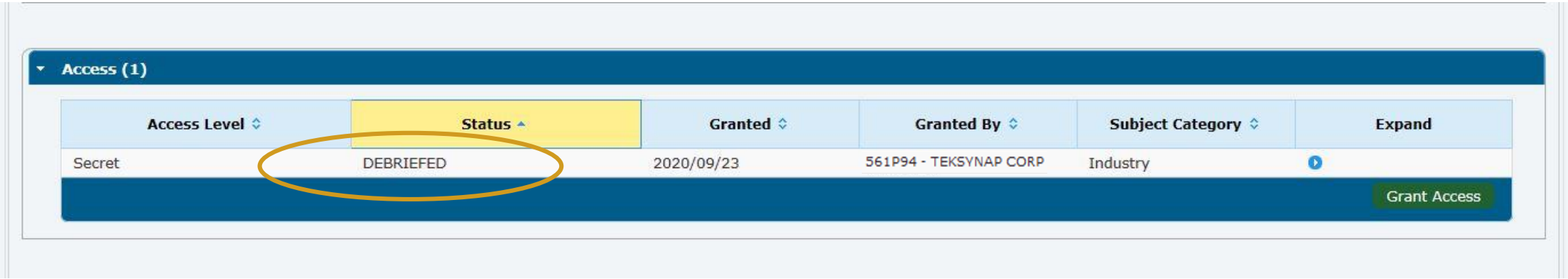
A pop up box **Debrief Access** will appear asking you to confirm.

Select "**Yes**".



Access Tab: Debriefed

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



REMOVE RELATIONSHIP

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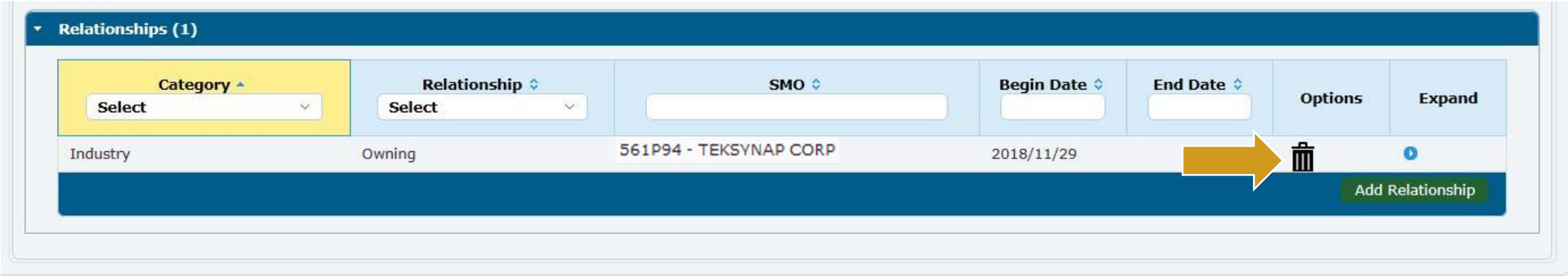
Remove SMO Ownership

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

Remove Existing Relationship

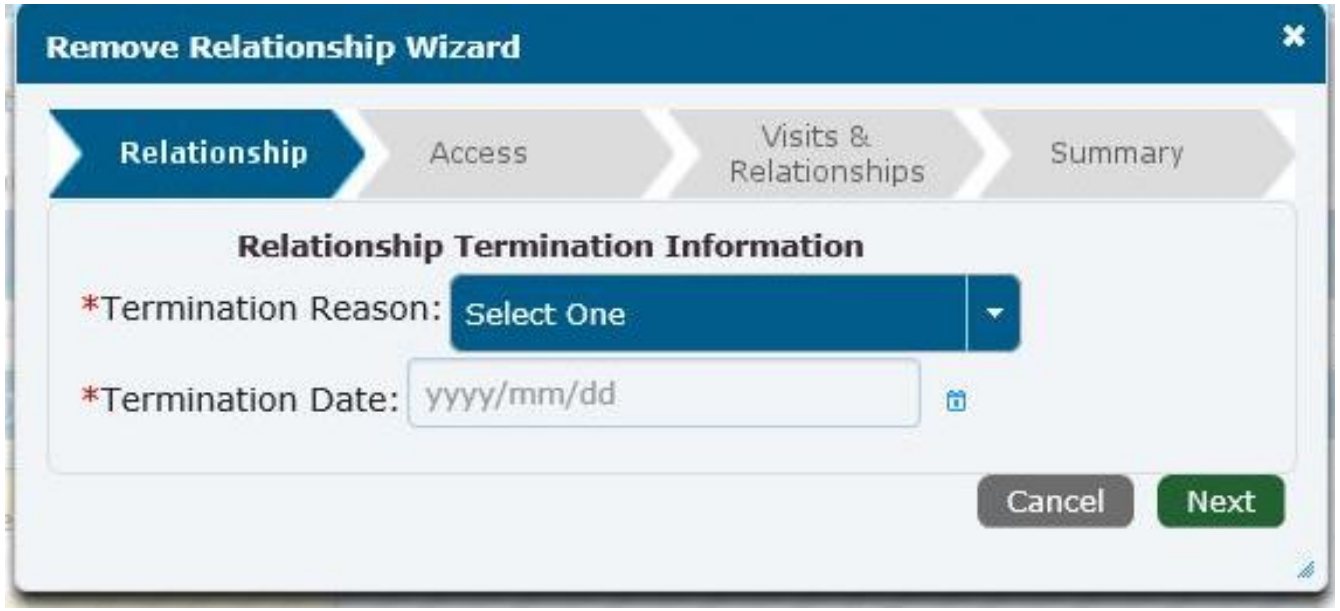
To remove an existing relationship simply click the **delete icon**, the garbage can, in the **Relationships** table. A pop-up window displays with several steps to complete the process.



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.



Termination Reason and Date

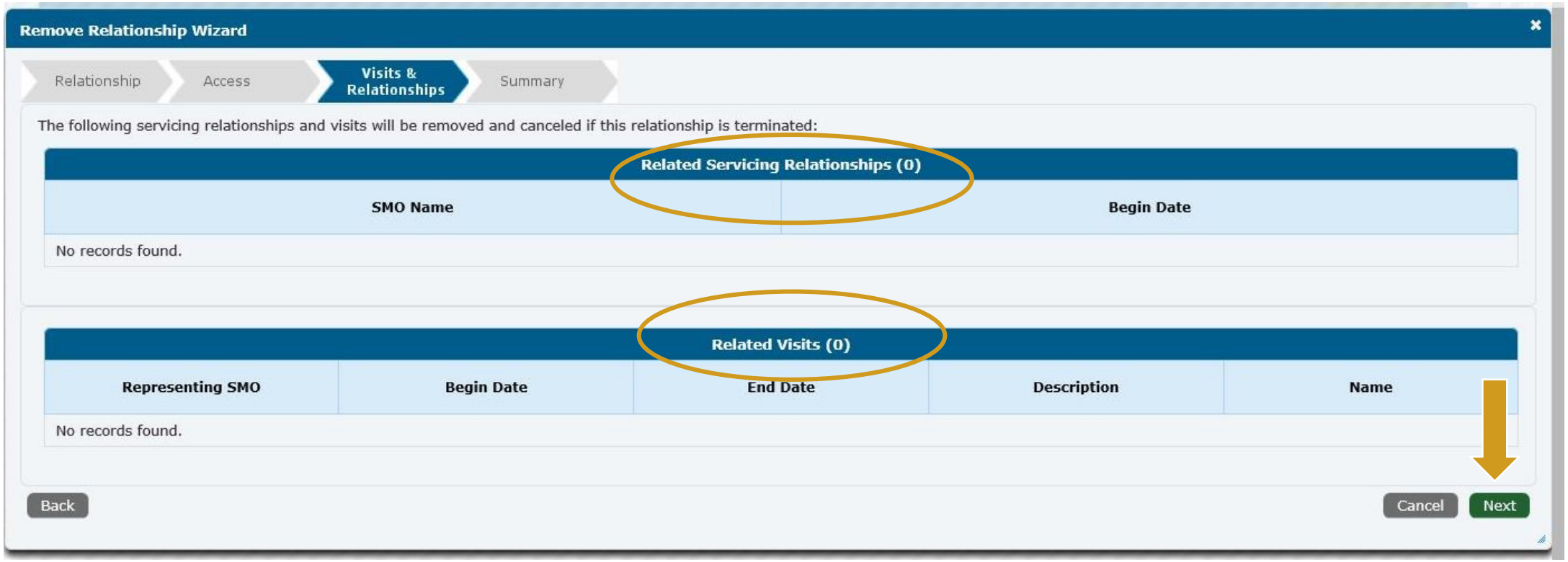
The first step to Remove the Relationship is to select a **Termination Reason** from the drop-down menu.

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

Click "**Next**" to continue onto the next step.

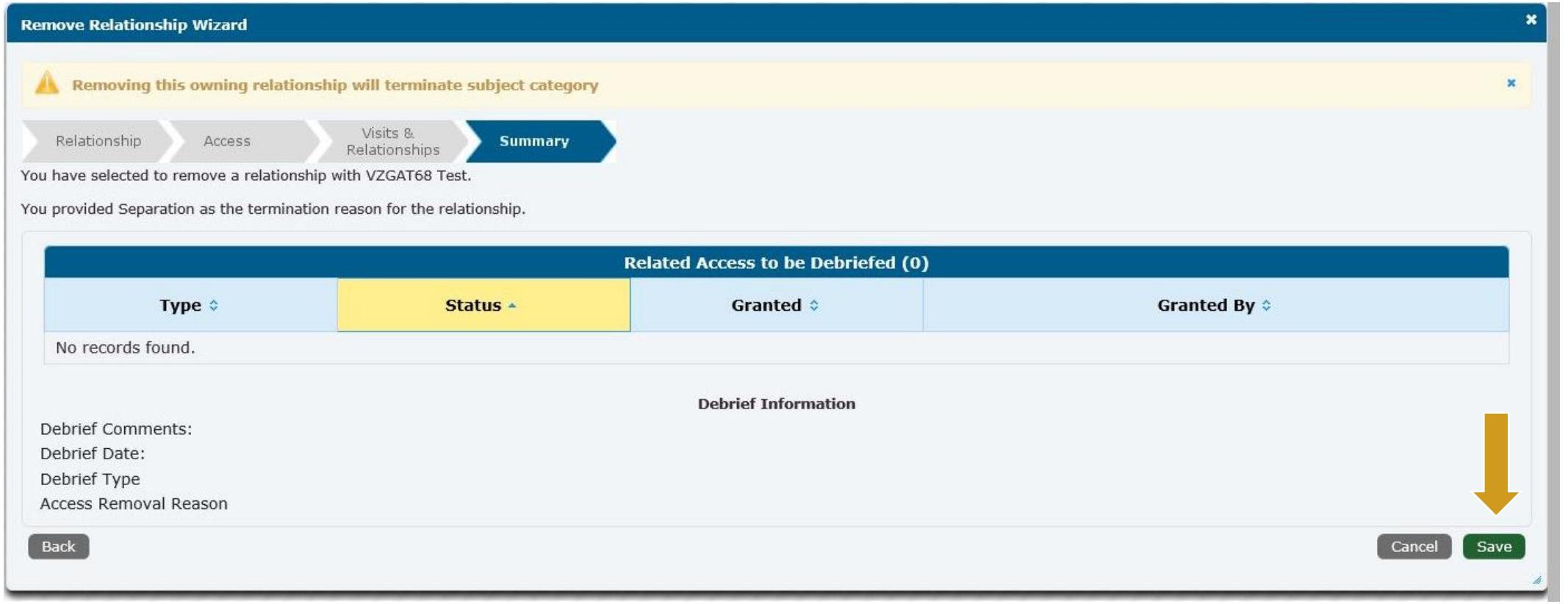
Visits and Servicing Relationship Canceled

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



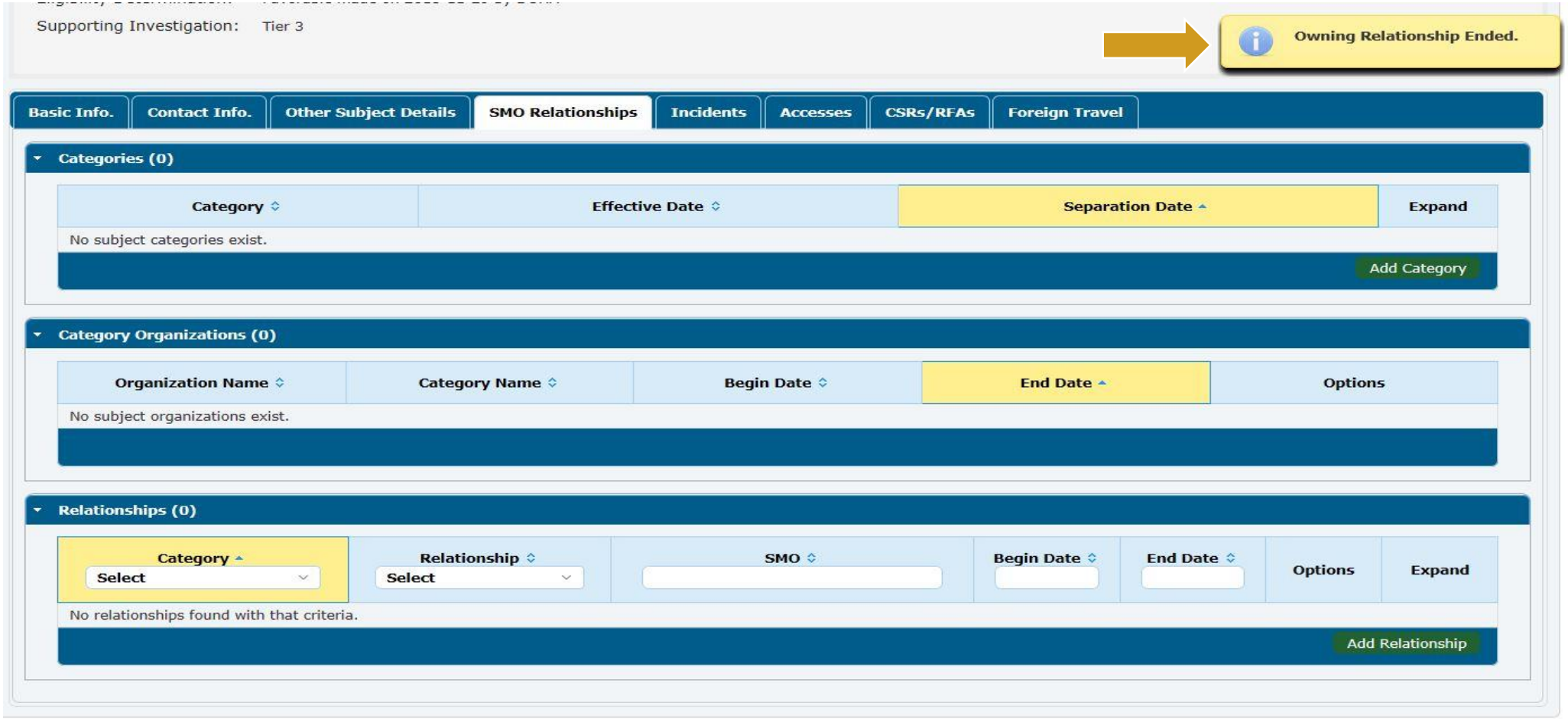
Summary

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.

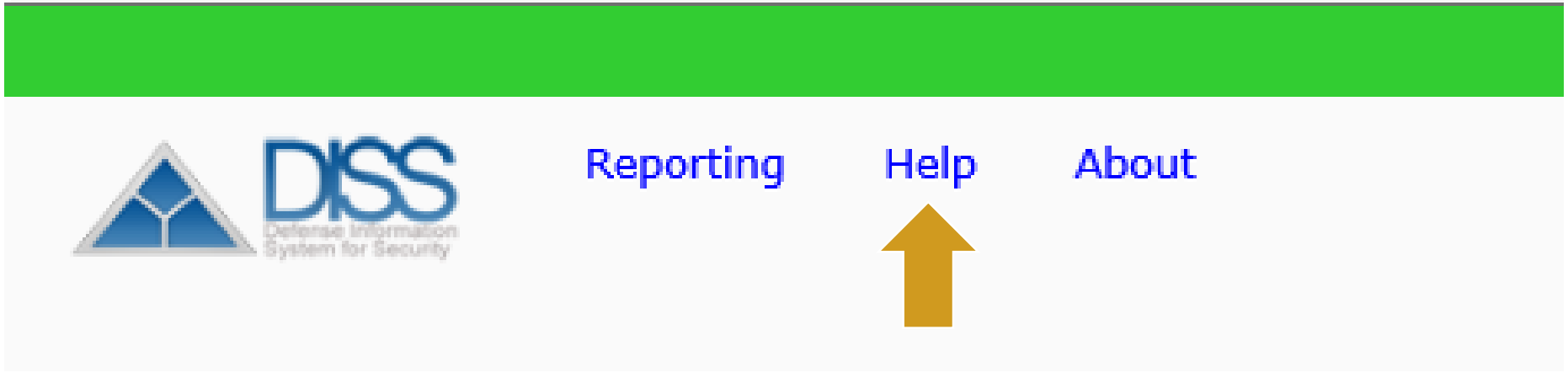


Owning Relationship Ended

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



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.