

## Checklist 08A3

### Performing Person Summary Screen Functions

#### Checklist 08A3: Accesses (Debriefing)

To Debrief a category from the person summary screen follow the steps below:

- | Step | Activity  |
|------|---|
| 1.   | Log in as a <b>JCAVS User</b> for the SMO where you are debriefing the employee.  |
| 2.   | Click on <b>Select Person</b> (column on left).   |
| 3.   | Enter person's <b>SSN or EDI-PN</b> .   |
| 4.   | Click the <b>Display Person Summary</b> radio button.   |
| 5.   | Click the gray <b>Display</b> button.   |
| 6.   | When the Person Summary screen appears, make sure the appropriate category is displayed on top.   |
| 7.   | Scroll down to the <b>Access Section</b> . A list will appear containing all the "accesses" for which the person is currently indoctrinated.  |
| 8.   | To debrief a person, click on the <b>Debrief Non-SCI or SCI</b> hyperlink in the Available Actions Column. If there were no accesses assigned, this hyperlink will not appear.  |
| 9.   | Enter a <b>Debrief Date</b> and select a <b>Reason for Debrief</b> from the drop down box. If you do not select a reason for the debriefing, you will receive a dialog box indicating the system will not perform the debriefing.<br><br><b>NOTE:</b> You will notice that the choices listed in the <b>Reasons for Debrief</b> drop down box are generally more applicable for those in the military. For example, there is no reason code for Multiple Facility Transfer (MFT); however the "Permanent Change of Station" could be used as a work around. |
| 10.  | Click the gray <b>Save</b> button and the access is removed.  |
| 11.  | Click on the gray <b>Cancel</b> button and it will return you to the person's " <b>Person Summary</b> " screen.   |
| 12.  | View the Non-SCI or SCI Access History after Debriefing.  |

NOTE: If the person category you are debriefing has already been removed from you PS and you failed to remove the person accesses. In-process the category into your PSM net (see checklist 08A), debrief the accesses using these steps and remove the category from your PSM Net. If the category is industry don't forget to separate the category (see checklist 07D).

