

Checklist 06E

Set/Maintain a Personnel Security Management Network

Checklist 06E: Out Processing a Category from the Person Summary Screen

To remove person categories from your PSM Net follow the step below:

Step	Activity
1.	Log in as a JCAVS User for the SMO that is losing the person being out-processed.
2.	Click on Select Person. , enter SSN
3.	Click the gray Display button.
4.	Make sure the correct category is displayed in the Person Category text box. If not, click on the drop down menu and highlight the correct category. Scroll down to Person Category Information section.
5.	Click the In/Out Process hyperlink and the “ View/Modify In/Out ” Screen will appear.
6.	Enter the date (Format: YYYY MM DD) in the Out Date box under the View/Modify Active Relationship section or click on the calendar and choose the appropriate date.
7.	Click on the gray Save button and the screen will refresh with the out-process date appearing solid.
8.	Click on the gray Cancel button and it will take you back to the “ Person Summary ” screen.
9.	Now if you click on your PSM Net and lookup that person, the phrase “Pending Removal” will appear under the Remove heading in the far right column. The system will update at midnight EST and the “Pending Removal” notation will be removed.

Note: Make sure that you remove all NON-SCI and SCI accesses before removing from PSM Net. Also, if subject is Industry don't forget to separate the category. See checklist 07D.

