Section 10 – How to Out-Process
(Removal from PSM Net)

Introduction

When a person is no longer assigned to your SMO, you will need to "debrief" them from any access(es) then "out-process" them from your SMO.

> **NOTE:** If you are a defense contractor, you will also be required to enter a separation date for the person who is terminating from your company. Section 11 describes this process.

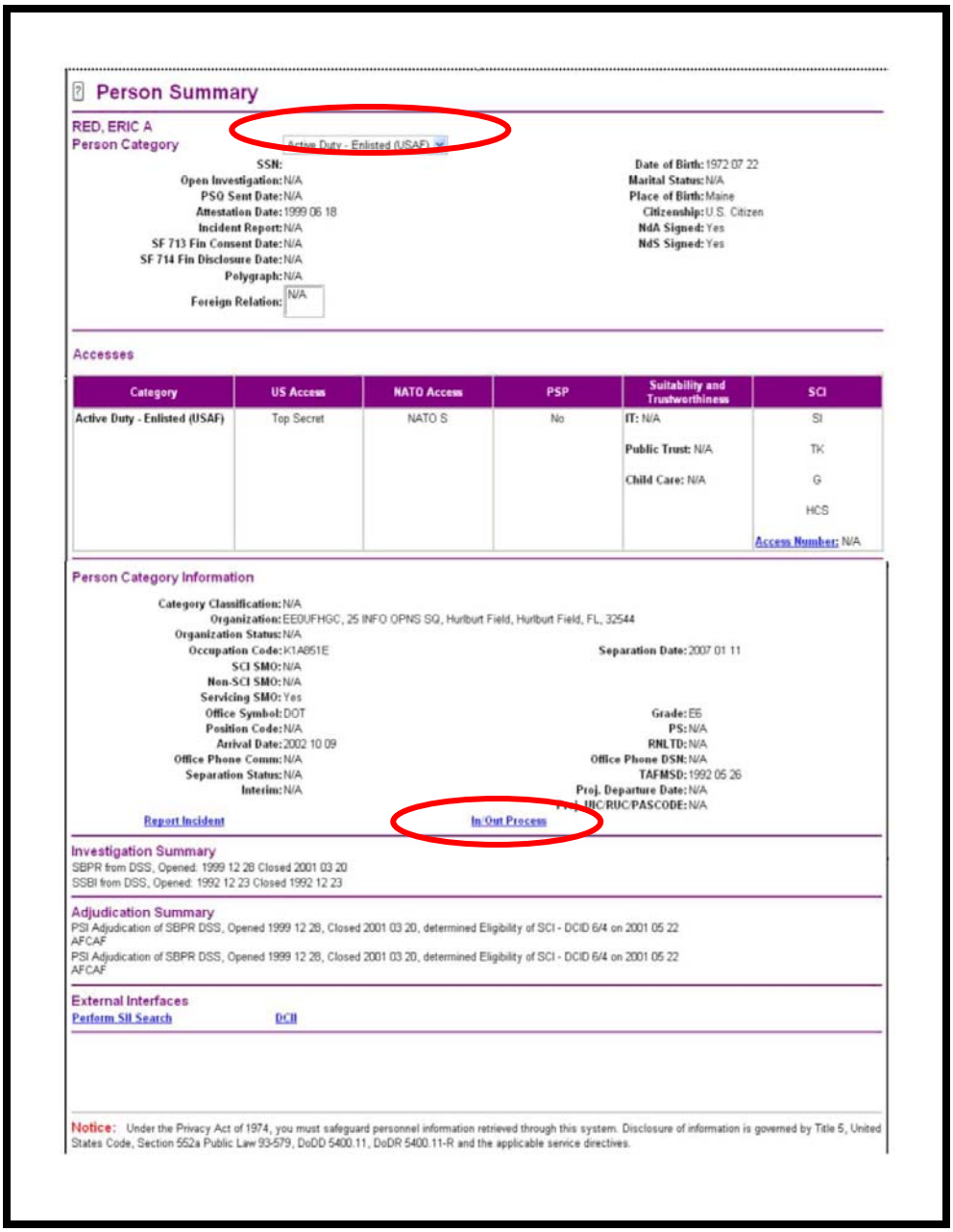
There are two ways in which you can "out-process" a person. The first is by selecting the person by their SSN and then using the "in/out process" hyperlink from the Person Summary screen. The second way is to out-process them through your PSM Net. Both ways work about the same, but if you have several people to out-process, then using the PSM Net method would be easier.

The first method we will discuss involves using the "Select Person" method.

Instructions (Person Summary Method)

1. Log in as a **User for the SMO that is losing the person being out-processed**.
2. Click on **Select Person** (column on left).
3. Enter the person's **SSN**.
4. Click the **Display Person Summary** radio button.
5. Click the gray **Display** button.
6. Make sure the correct category is displayed in the **Person Category** text box (Figure 30). If not, click on the drop down menu and highlight the correct category.

Figure 30: Person Summary screen



Person Summary

RED, ERIC A
Person Category Active Duty - Enlisted (USAF)

SSN:
Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: 1999 06 18
Incident Report: N/A
SF 713 Fin Consent Date: N/A
SF 714 Fin Disclosure Date: N/A
Polygraph: N/A
Foreign Relation: N/A

Date of Birth: 1972 07 22
Marital Status: N/A
Place of Birth: Maine
Citizenship: U.S. Citizen
NdA Signed: Yes
NdS Signed: Yes

Accesses

Category	US Access	NATO Access	PSP	Suitability and Trustworthiness	SCI
Active Duty - Enlisted (USAF)	Top Secret	NATO S	No	IT: N/A	SI
				Public Trust: N/A	TK
				Child Care: N/A	G
					HCS
					Access Number: N/A

Person Category Information

Category Classification: N/A
Organization: EE0UFHGC, 25 INFO OPNS SQ, Hurlburt Field, Hurlburt Field, FL, 32544
Organization Status: N/A
Occupation Code: K1A851E
SCI SMO: N/A
Non-SCI SMO: N/A
Servicing SMO: Yes
Office Symbol: DOT
Position Code: N/A
Arrival Date: 2002 10 09
Office Phone Comm: N/A
Separation Status: N/A
Interim: N/A

Separation Date: 2007 01 11

Grade: E6
PS: N/A
RNLTD: N/A
Office Phone DSN: N/A
TAFMSD: 1992 05 26
Proj. Departure Date: N/A
PAS UIC/RUC/PASCODE: N/A

Report Incident In/Out Process

Investigation Summary
SBPR from DSS, Opened: 1999 12 28 Closed 2001 03 20
SSBI from DSS, Opened: 1992 12 23 Closed 1992 12 23

Adjudication Summary
PSI Adjudication of SBPR DSS, Opened 1999 12 28, Closed 2001 03 20, determined Eligibility of SCI - DCID 6/4 on 2001 05 22 AFCAF
PSI Adjudication of SBPR DSS, Opened 1999 12 28, Closed 2001 03 20, determined Eligibility of SCI - DCID 6/4 on 2001 05 22 AFCAF

External Interfaces
Perform SII Search DCII

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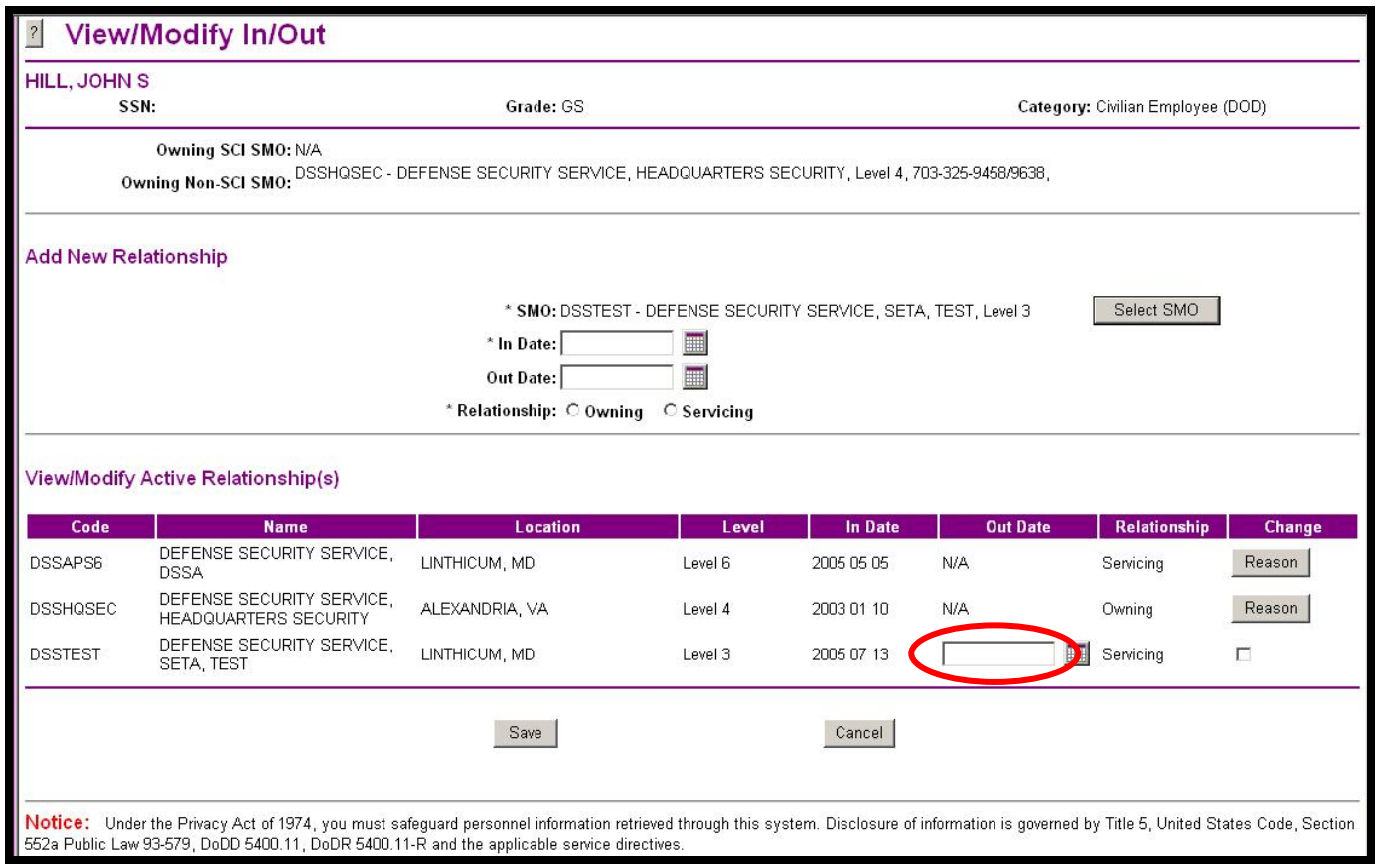
7. Click the **In/Out Process** hyperlink and the View/Modify In/Out Screen will populate. (Figure 31)

Figure 31: View/Modify In/Out screen



View/Modify In/Out

HILL, JOHN S

SSN: Grade: GS Category: Civilian Employee (DOD)

Owning SCI SMO: N/A

Owning Non-SCI SMO: DSSHQSEC - DEFENSE SECURITY SERVICE, HEADQUARTERS SECURITY, Level 4, 703-325-9458/9638,

Add New Relationship

* SMO: DSSTEST - DEFENSE SECURITY SERVICE, SETA, TEST, Level 3 Select SMO

* In Date:

Out Date:

* Relationship: Owning Servicing

View/Modify Active Relationship(s)

Code	Name	Location	Level	In Date	Out Date	Relationship	Change
DSSAPS6	DEFENSE SECURITY SERVICE, DSSA	LINTHICUM, MD	Level 6	2005 05 05	N/A	Servicing	Reason
DSSHQSEC	DEFENSE SECURITY SERVICE, HEADQUARTERS SECURITY	ALEXANDRIA, VA	Level 4	2003 01 10	N/A	Owning	Reason
DSSTEST	DEFENSE SECURITY SERVICE, SETA, TEST	LINTHICUM, MD	Level 3	2005 07 13		Servicing	

Save Cancel

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Print Screen 8-2

8. 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.
9. Click on the gray **Save** button and the screen will refresh with the out-process date appearing solid.
10. Click on the gray **Cancel** button and it will take you back to the Person Summary screen.
11. 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. (Figure 32) The system will update at midnight EST and the “Pending Removal” notation will be removed.

Figure 32: JCAVS Maintain PSM Net screen

JCAVS Maintain PSM Net

***SMO:** EDSSUPRT2 - EDS JPAS SUPPORT OFFICE, Level 2 [Select SMO]

○ **Person Categories by Organization** ○ **Person Categories by SSN**

[Add]

Person Categories by Organization

[Remove]

Person Categories:

Records 1 - 23 of 23, Page 1 of 1

SSN	Name	Category	Organization	Relationship	Change	Remove
000-00-2221		DoD Civilian/Reserve/National Guard	0106 RESCUE WG	Servicing	☐	Pending Removal
000-00-8227		Active Duty	0001 SPACE LAUNCH SQ	Servicing	☐	☐
000-00-2237		Industry	EG&G TECHNICAL SERVICES, INC.	Servicing	☐	☐
000-00-8220		Industry	HNC SOFTWARE, LLC	Servicing	☐	☐
000-00-6022		Active Duty	0033 AIRCRAFT MAINT SQ	Owning	☐	☐
000-00-7422		Industry	AERO SYSTEMS CE	Owning	☐	☐
000-00-7564		Reserve	0093 BOMB SQ	Owning	☐	☐
000-00-2877		Active Duty	0086 OPERATIONS GP	Servicing	☐	☐
000-00-3212		Civilian Employee	TTW8A0AA	Servicing	☐	☐
000-00-3444		DoD Civilian/Reserve/National Guard	HQ STARC IA ARNG	Servicing	☐	☐
000-00-3727		National Guard	TRP A 1ST SQDN 113TH CAV	Servicing	☐	☐
000-00-8879		Active Duty	0056 MEDICAL OPERATIONS SQ	Servicing	[Reason]	☐
000-00-2567		Industry	CRESTVIEW AEROSPACE CORPORATIO	Servicing	☐	☐
000-00-1099		Civilian Employee	ARNOLD ENGR DEV CE	Servicing	☐	☐
000-00-1546		Active Duty	AFELM USCENTCOM JD	Servicing	☐	☐
000-00-0547		National Guard	227TH MI CO	Servicing	☐	☐
000-00-0998		Active Duty	0437 CIVIL ENGINEER SQ	Owning	☐	☐
000-00-3566		Reserve	N/A	Servicing	☐	☐
000-00-2441		Active Duty	N/A	Servicing	☐	☐
000-00-4123		Industry	N/A	Servicing	☐	☐
000-00-8987		Civilian Employee	USAR CENTER	Servicing	☐	☐
000-00-8654		Reserve	FT LEONARD WOOD USAR CENTER	Servicing	☐	☐
000-00-9344		Reserve	N/A	Servicing	☐	☐

[Save] [Cancel]

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Instructions (PSM Net Method)

1. Log in as a **User for the SMO that is losing the person being out-processed**.
2. Click on **PSM Net** (column on left).
3. Locate the **Person Categories** within your PSM Net.
4. Click on the far right **check box** under the **Remove** column.
5. Click the gray **Save** button at the bottom of the page. When the screen refreshes, you will see "Pending Removal" under the **Remove** column for the person you want to remove. The system will update at midnight EST and the "Pending Removal" notation will be removed.