SECURITY VETTING
Role: Security Agencies Assignor

Security Vetting or *Tapisan Keselamatan* allows requestors to **submit online application** to respective security agencies via SSM. The **application status** and **result** are **trackable** by both requestors and security agencies in SSM

Below are the **quick guide** for Security Vetting:

Agency Assignor Views Notification

❶ Log into **Employee Self-Service** (Front End)
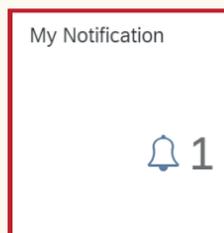
| User | | |
| Password | | |

❷ Navigate to **My Notification**.

My Notification

❸ Click on **My Notification tile**.
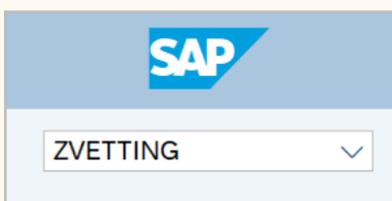
My Notification
🔔 1

Security Agency Assign Assignment

❶ In SAP GUI (back-end system), go to transaction code **ZVETTING**.

SAP

ZVETTING

❷ Click on **Assignment Page**.

∨ 🗁 Application
  ⚙ Requestor Application Detail Page
  ⚙ Display Application Detail Page
  ⚙ Assignment Page
  ⚙ Security Agency First Level Vetting Page
  ⚙ Security Agency Second Level Vetting Page
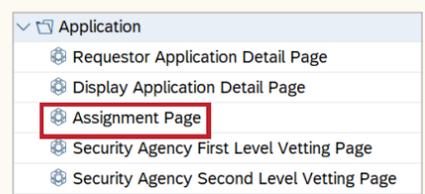
❸ Fill in **Security Agency** and Click **Execute** button.

* Security Agency: [ ]
Status: Pending Assignment

❹ Tick the **Checkbox** of the selected application.

	Assign	Assigned To
☐	All ∨	

❺ Change the **Assign Type** if required.

	Assign	Assigned To
☐	All ∨	

Fill in **Assigned To** if **Assign Type** is **Individual**.

❻ Click **Route** button to route the application.
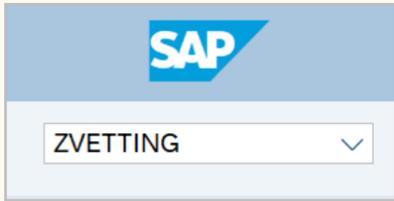
ROUTE

SECURITY VETTING
Role: First Level Security Vetting

Perform Security Vetting Application

1 In SAP GUI (back-end system), go to transaction code **ZVETTING.**

SAP

ZVETTING

2 Click on **Security Vetting First Level Vetting Page.**

Application
- Requestor Application Detail Page
- Display Application Detail Page
- Assignment Page
- Security Agency First Level Vetting Page
- Security Agency Second Level Vetting Page

3 Fill in **Security Agency** and Click **Execute** button.

* Security Agency:
Status: Pending First Level Vetting

4 Tick the **Checkbox** of the selected application.
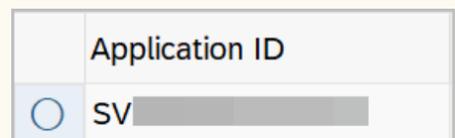
Application ID
○ SV

Click **Update** button.

5 Navigate to **Vetting Result,** fill in **Evaluation Result** and **Memorandum Date.**
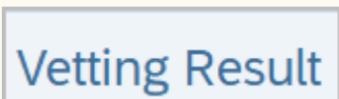
Vetting Result

6 Click **Add Attachment** and add **Remarks** if any.

📎 Add Attachment

9 Tick on the declaration **Checkbox.**

By ticking here and submitting the details above, you are indicating that you have checked and confirmed the accuracy of data and fully responsible for the accuracy and completeness of the information provided.
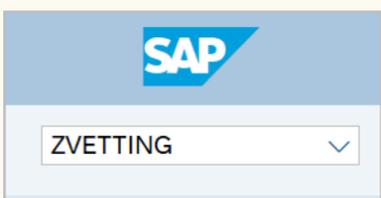
Click **Submit** button.

Views Completed Security Vetting Application

1 In SAP GUI (back-end system), go to transaction code **ZVETTING.**

SAP

ZVETTING

2 Click on **Security Vetting First Level Vetting Page.**

Application
- Requestor Application Detail Page
- Display Application Detail Page
- Assignment Page
- Security Agency First Level Vetting Page
- Security Agency Second Level Vetting Page

3 Fill in **Security Agency** and Click **Execute** button.

* Security Agency:
Status: Pending First Level Vetting

4 Tick the **Checkbox** of the selected application.
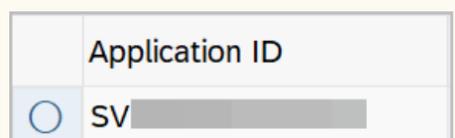
Application ID
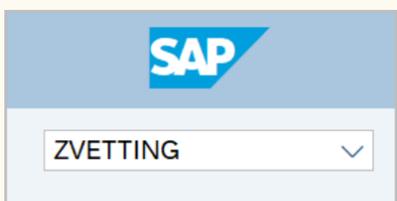○ SV

Click **Display** button.

SECURITY VETTING
Role: Second Level Security Vetting

Perform Security Vetting Application

❶ In SAP GUI (back-end system), go to transaction code **ZVETTING**.
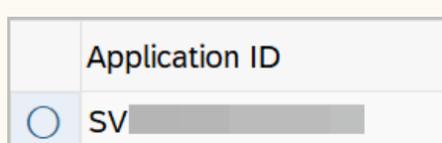
SAP

ZVETTING

❷ Click **Security Vetting Second Level Vetting Page.**

Application
- Requestor Application Detail Page
- Display Application Detail Page
- Assignment Page
- Security Agency First Level Vetting Page
- Security Agency Second Level Vetting Page

❸ Fill in **Security Agency** and Click **Execute** button.

Security Agency: [____]
Status: Pending Second Level Vetting

❹ Tick the **Checkbox** of the selected application.

Application ID
○ SV_____

Click **Update** button.

❺ Navigate to **Vetting Result,** Verify in **Evaluation Result** and **Memorandum Date.**

Vetting Result

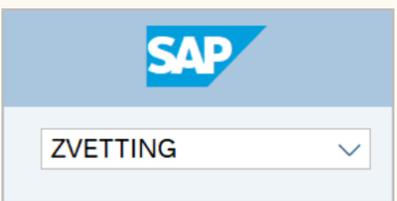**❻** Click **Add Attachment** and add **Remarks** if any.

🔗 Add Attachment

❾ Tick on the declaration **Checkbox.**

☐ By ticking here and submitting the details above, you are indicating that you have checked and confirmed the accuracy of data and fully responsible for the accuracy and completeness of the information provided.
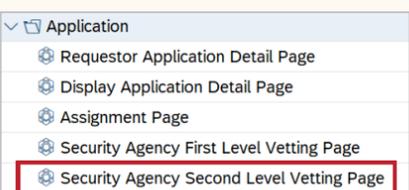
Click **Submit** button.

Views Completed Security Vetting Application

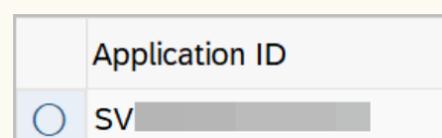**❶** In SAP GUI (back-end system), go to transaction code **ZVETTING**.

SAP

ZVETTING

❷ Click **Security Vetting Second Level Vetting Page.**

Application
- Requestor Application Detail Page
- Display Application Detail Page
- Assignment Page
- Security Agency First Level Vetting Page
- Security Agency Second Level Vetting Page

❸ Fill in **Security Agency** and Click **Execute** button.

Security Agency: [____]
Status: Pending Second Level Vetting

❹ Tick the **Checkbox** of the selected application.
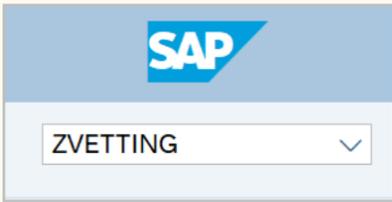
Application ID
○ SV_____

Click **Display** button.

Generate and View Monitoring Report

❶ In SAP GUI (back-end system), go to transaction code **ZVETTING.**

SAP

ZVETTING

❷ Click on **Security Vetting Monitoring Report.**

Report
ZPA_009 - Security Vetting Monitoring Report
ZFR05 - SPA Security Vetting Summary Report
ZPA_008 - Security Vetting Application Report

❸ Select **Application From and To Date**

* Application Date From: to:

❹ Enter **Personnel Subarea.**

Personnel Subarea :
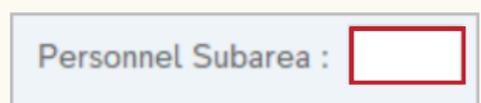
❺ Click on **Execute** button

Execute

Please refer to the **User Guide** for a step-by-step guide.
Security Vetting is available on **SSM Info Website**:
www.jpa.gov.bn/SSM