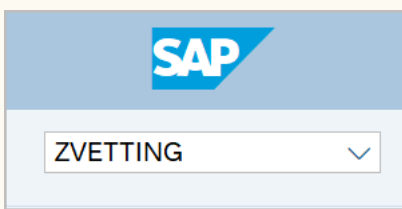# SECURITY VETTING
Role: Dept HR Admin, JPM, JPA

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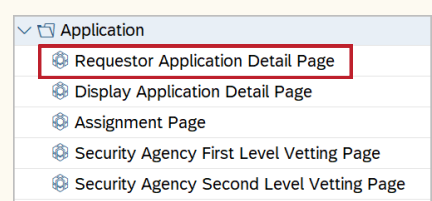
Below are the **quick guide** for Security Vetting:
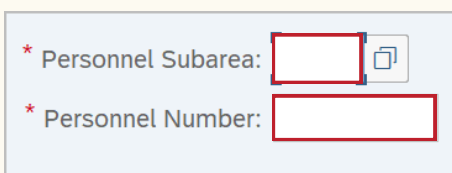
Submit Security Vetting Application

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

SAP

ZVETTING

❷ Click on **Requestor Application Detail 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 **Pesonnel Subarea** and **Personnel Number**.

* Personnel Subarea:
* Personnel Number:

Click **Execute** button.

❹ Select the **Priority Level** of the application.

Priority Indication : Medium
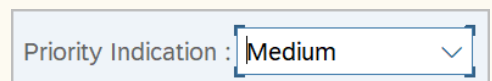
❺ Tick **checkbox** of the security agencies and add **remarks**.

Submit	Notes
✔	📝
☐	📝
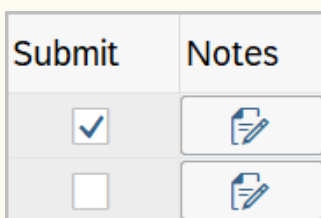
❻ Click **Add Attachment** button to provide supporting evidence.

📎 Add Attachment

❼ Click **Submit To** button to choose the security agency.
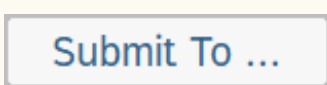
Submit To ...

❽ 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.
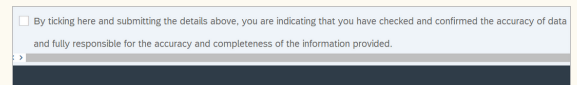
Click **Submit** button.

SECURITY VETTING
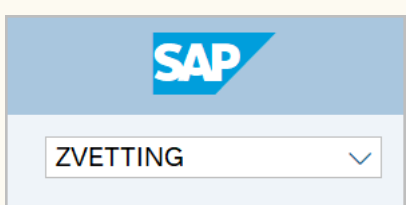## Role: Dept HR Admin, JPM, JPA

Views Submitted Application

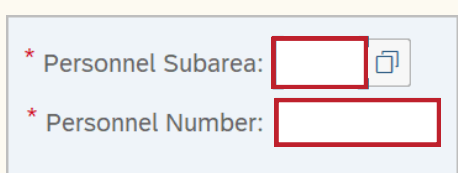**❶** In SAP GUI (back-end system), go to transaction code **ZVETTING**.

SAP

ZVETTING

❷ Click on **Display Application Detail 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 **Pesonnel Subarea** and **Personnel Number**.
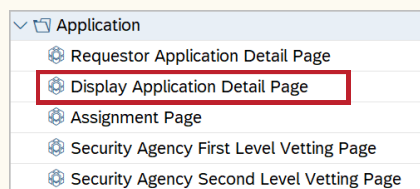
* Personnel Subarea:
* Personnel Number:

Click **Execute** button.

❹ Select the application via the **Radio** button.

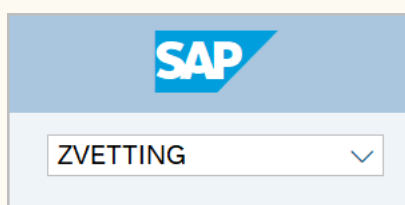|	Personnel No.	IC Number
⦿		
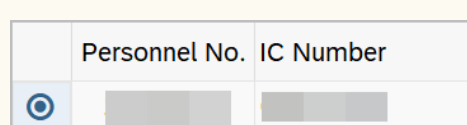
❺ Click on the **Display** button.

6ᴓ Display
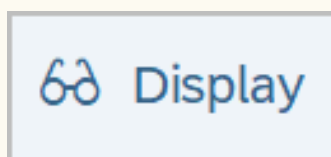
Generate and View Report

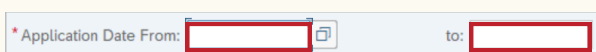**❶** In SAP GUI (back-end system), go to transaction code **ZVETTING**.

SAP

ZVETTING

❷ Click on **Security Vetting Application 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 :
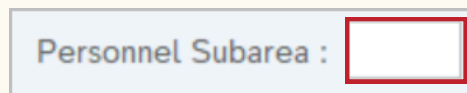
Click on **Execute** button

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