

Checklist 08A4

Performing Person Summary Screen Functions

Checklist 08A4: Accesses (Indoctrinating Non-SCI)

To Indoctrinate into a Non-SCI access follow the steps below:

- | Step | Activity |
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| 1. | Log in as a JCAVS User for the SMO where you are adding access for the employee. |
| 2. | Click on Select Person (column on left). |
| 3. | Enter person's SSN or EDI PN . |
| 4. | Click the Display Person Summary radio button. |
| 5. | Click the gray Display button. |
| 6. | When the Person Summary screen appears, make sure the appropriate category is displayed on top. |
| 7. | Scroll down to the Access Section . If selected category is in your PSM Net and has Investigation and Eligibility that will support granting access an "Available Action Item" Column will be present. |
| 8. | Click on the Indoctrinate Non-SCI hyperlink to indoctrinate a person. |
| 9. | Verify a date in the NDA block. JPAS will not allow you to grant a person any level of access without a NDA date in system, if no date, conduct Non disclosure Agreement (SF312) briefing and enter date. |
| 10. | Click on Tab for type of Access you plan on granting.

Below the NDA data field, you will see four (4) tabs identified as US, NATO, NC2-ESI and Nuclear .

If you click on any one of these tabs, the entry fields for that particular tab will appear. For example, when you click on the US tab, you will be provided with the entry fields that are appropriate for that tab <u>based</u> on that person's eligibility. In another example, if the person has a final SSBI investigation, you will see entry fields labeled Attestation, Confidential, Secret and Top Secret . However, if the employee only has a final NACLIC, you will NOT see an entry field for Top Secret . |
| 11. | Enter the date next to the access you are granting, click on the Save button. |
| 12. | Click on the Save button. Once you click the Save button, the only way you can change this date is to "debrief" this person from that access level. |
| 13. | Click on the gray Cancel button, this will take you back to the person's "Person Summary" screen. |
| 14. | Scroll down to the Accesses section; you will see the access level you granted. |

