Introduction

Center for Development of Security Excellence

CDSE

Learn. Perform. Protect.

In/Out-Processing and Granting Access Within JPAS

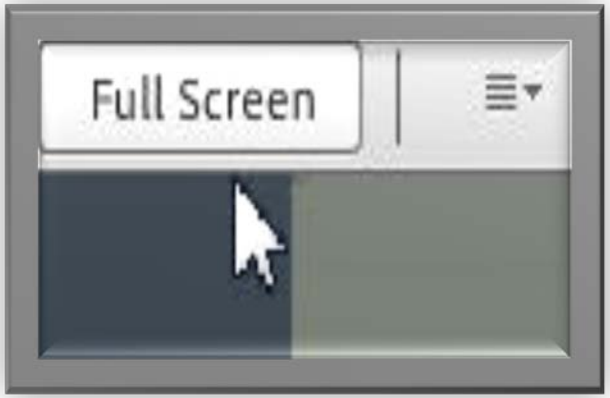
Today's Presenter

Presenter: Andy Reyes

CDSE – PS Instructor

- Manages the design, development and delivery of JPAS/JCAVS and the DoD Personnel Security Management for Security Professionals courses
- With DSS since May 2008
- Prior experience includes:
  - Adjudicator at the Army Central Adjudication Facility, Fort Meade, Maryland
  - Security Manager at Fort Buchanan, Puerto Rico
  - U.S. Army for 22 years

DCO Meeting Room Navigation



Notes box for audio information and other announcements

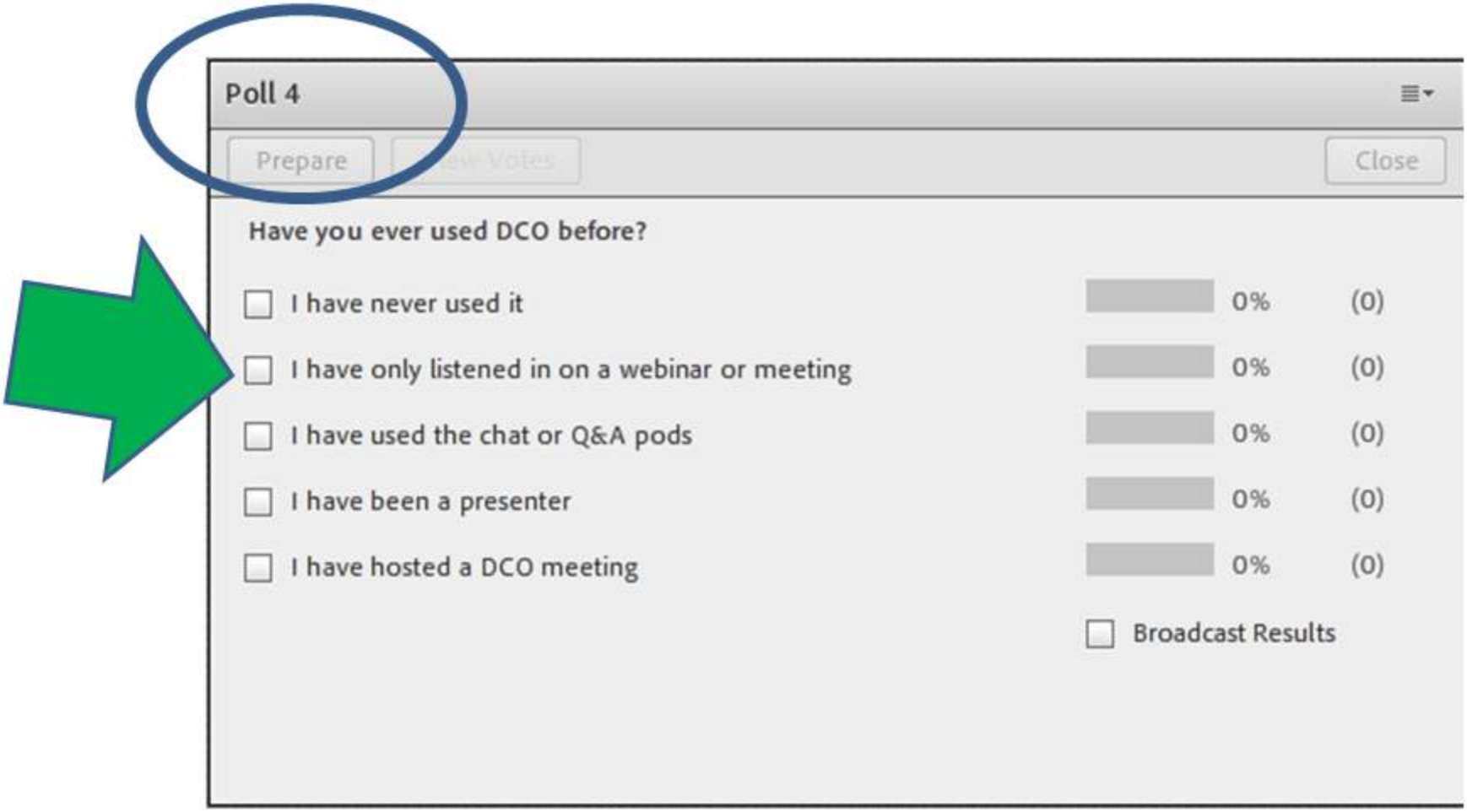
Use **Full Screen** (upper right corner) to maximize view of the presentation. Click **Full Screen** again to switch back. You will need to be out of Full Screen view to respond to poll questions.

DCO Meeting Room Navigation

Q&A box for entering questions to the presenters

File share box to download resources for today's presentation

Example of a Poll Question



Poll Question 1

Poll Question 1

Center for Development of Security Excellence

CDSE

Learn. Perform. Protect.

In/Out-Processing and Granting Access Within JPAS

JPAS Virtual Demonstration

Poll Question 4

Poll Question 4

Further Information

- JPAS Job Aids: Performing Person Summary Screen Functions Checklists
- JPAS/JCAVS Virtual Training for Security Professionals PS123.16 http://www.cdse.edu/catalog/elearning/PS123.html
- DoD Personnel Security Management for Security Professionals PS212.01 http://www.cdse.edu/catalog/classroom/PS212.html
- Questions submitted before and during the webinar will be answered and posted to the CDSE website
- Contact email: JPAS.Training@dss.mil

Center for Development of Security Excellence

CDSE

Learn. Perform. Protect.

Backup Slides

Sign In

Joint Personnel Adjudication System

(JPAS)

Insert your DoD Approved PKI Credential and press the 'Sign In' button to log on.

Sign In

Click on Sign In

Select a training user:

studc1203

You have 5 minutes until this screen times out!

Choose Category

Choose Category/Level

User ID: studc1203

Person Category: Industry (KMP) 1L028-I

Level: Industry (KMP) 1L028-I
Civilian Employee (USA)

OK

Select Civilian Category

FOR OFFICIAL USE ONLY (FOUO)

In accordance with DoD Regulations and the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. DoD Regulations are: 5 USC 301 - Departmental Regulations, DoD 5200.1-R - The Information Security Program, Title 5, United States Code, Section 552a Public Law 93-579 (Privacy Act of 1974), DoD Directive 5400.07 - The Freedom of Information Act (FOIA) Program, DoDD 5400.11-R - DoD Privacy Program, and DTM-04-009 Security Classification Marking Instructions.

Poll Question 2

Poll Question 2

Select Level

Choose Category/Level

User ID: studc1203

Person Category: Industry (KMP) 1L028-I

Level: Account Manager

- Account Manager
- Level 2
- Level 3
- Level 4
- Level 5
- Level 6

Select Level 4

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Confirm Level and Catagory

Choose Category/Level

User ID: studc1203

Person Category: Civilian Employee (USA)

Level: Level 4

OK

Click OK

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Welcome Page

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

?

If you have any questions about the page your on click on the question mark

Welcome to the Joint Clearance and Access Verification System

Change current Time Zone, Office Symbol or Phone Number

Last Successful Login: 2013 04 18 8:19 AM **Last Unsuccessful Login:** N/A

Do NOT use the browser Forward and Back buttons to navigate through the JPAS screens. Use the JPAS screen buttons or the Main Menu instead.

FOR OFFICIAL USE ONLY (FOUO)

In accordance with DoD Regulations and the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. DoD Regulations are: 5 USC 301 - Departmental Regulations, DoD 5200.1-R - The Information Security Program, Title 5, United States Code, Section 552a Public Law 93-579 (Privacy Act of 1974), DoD Directive 5400.07 - The Freedom of Information Act (FOIA) Program, DoDD 5400.11-R - DoD Privacy Program, and DTM-04-009 Security Classification Marking Instructions.

Select Person

- Select Person
- View SMO
- Create/Modify Visit
- Notifications ▸
- Reports ▸
- PSM Net
- Manage Invest Rqsts ▸
- Home
- Chg Password
- Chg Category/Level
- Tutorial
- Logout

Click on Select Person

?

Welcome to the Joint Clearance and Access Verification System

Change current Time Zone, Office Symbol or Phone Number

Last Successful Login: 2013 04 18 8:19 AM **Last Unsuccessful Login:** N/A

Do NOT use the browser Forward and Back buttons to navigate through the JPAS screens. Use the JPAS screen buttons or the Main Menu instead.

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Enter Social Security Number

Display Person Summary

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Select Person

*SSN: ◉ *DoD EDI PN: ○ xyzaa0011

Last Name:

First Name:

Middle Name:

Display Person Summary: ◉ ← Leave default selection

Display abbrev. Person Summary with VISIT Info: ○

Display Maintain Person: ○

Display SII: ○

Display Clear

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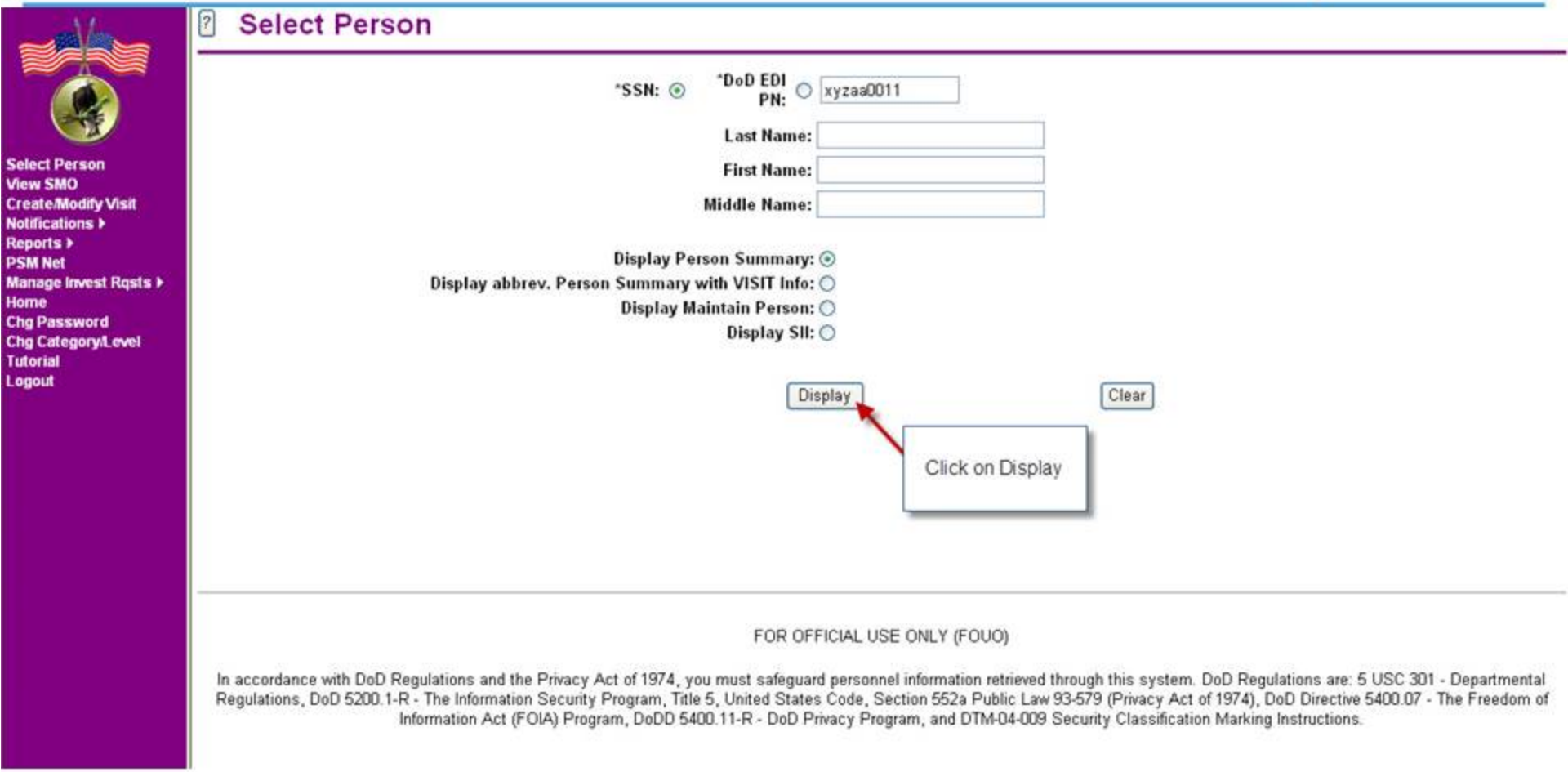
Display


Select Person
View SMO
Create/Modify Visit
Notifications
Reports
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Category/Level
Tutorial
Logout
Select Person
*SSN:
*DoD EDI PN:
xyzaa0011
Last Name:
First Name:
Middle Name:
Display Person Summary:
Display abbrev. Person Summary with VISIT Info:
Display Maintain Person:
Display SII:
Display
Clear
Click on Display
FOR OFFICIAL USE ONLY (FOUO)
In accordance with DoD Regulations and the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. DoD Regulations are: 5 USC 301 - Departmental Regulations, DoD 5200.1-R - The Information Security Program, Title 5, United States Code, Section 552a Public Law 93-579 (Privacy Act of 1974), DoD Directive 5400.07 - The Freedom of Information Act (FOIA) Program, DoDD 5400.11-R - DoD Privacy Program, and DTM-04-009 Security Classification Marking Instructions.

Person Summary

Person Category Information

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Person Summary

JPAS, JIMMY
Person Category Civilian Employee (USAF)

SSN: XYZ-AA-0011
DoD EDI PN:
Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: N/A
Incident Repor
SF 713 Fin Consent Date
SF 714 Fin Disclosure Date
Polygrapl
Foreign Relatior

Date of Birth: 1970 04 23
Marital Status: N/A
Place of Birth: Georgia
Citizenship: U.S. Citizen
NdA Signed: No
NdS Signed: No
Exception Type: No

Scroll down to third section or Person Category Information section

Accesses

Category	PSP	Suitability and Trustworthiness
Civilian Employee (USAF)	No	**IT:** N/A **Public Trust:** N/A **Child Care:** N/A

Person Category Information

Category Classification: N/A
Organization: DEF123, AF INSTRUCTION SQ, , STREET, PA,
Organization Status: N/A
Occupation Code: N/A
SCI SMO: N/A

Separation Date: N/A

In/Out Process

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Category Classification: N/A
Organization: DEF123, AF INSTRUCTION SQ, , STREET, PA,
Organization Status: N/A
Occupation Code: N/A
SCI SMO: N/A
Non-SCI SMO: N/A
Servicing SMO: No
Office Symbol: N/A
Position Code: N/A
Arrival Date: N/A
Office Phone Comm: N/A
Separation Status: N/A
Interim: N/A

Separation Date: N/A

Grade: N/A
PS: N/A
RNLTD: N/A
Office Phone DSN: N/A
TAFMSD: N/A
Proj. Departure Date: N/A
Proj. UIC/RUC/PASCODE: N/A

Click on In/Out process button

Report Incident

In/Out Process

Investigation Summary

ANACI from OPM, Opened: 2013 01 16 Closed 2013 04 03

Adjudication Summary

PSI Adjudication of ANACI OPM, Opened 2013 01 16, Closed 2013 04 03, determined Eligibility of Secret on 2013 04 18 ArmyCCF

External Interfaces

Perform SII Search

DCII

Owning or Servicing Relationship

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

View/Modify In/Out

JPAS, JIMMY

SSN: XYZ-AA-0011 **Grade:** N/A **Category:** Civilian Employee (USAF)

Owning SCI SMO: N/A
Owning Non-SCI SMO: N/A

Add New Relationship

* **SMO:** W2SUAA4 - W2SUAA - ENDIV SOUTHWESTERN CW, Level 4 Select SMO

* **In Date:** 2013 04 18

Out Date:

* **Relationship:** ○ **Owning** ○ **Servicing**

Select an Owning or Servicing relationship

View/Modify Active Relationship(s)

Code	Name	Location	Level	In Date	Out Date	Relationship	Change

Save Cancel

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In accordance with DoD Regulations and the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. DoD Regulations are: 5 USC 301 - Departmental Regulations, DoD 5200.1-R - The Information Security Program, Title 5, United States Code, Section 552a Public Law 93-579 (Privacy Act of 1974), DoD Directive 5400.07 - The Freedom of Information Act (FOIA) Program, DoDD 5400.11-R - DoD Privacy Program, and DTM-04-009 Security Classification Marking Instructions.

Save Changes

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

View/Modify In/Out

JPAS, JIMMY

SSN: XYZ-AA-0011 **Grade:** N/A **Category:** Civilian Employee (USAF)

Owning SCI SMO: N/A
Owning Non-SCI SMO: N/A

Add New Relationship

* **SMO:** W2SUAA4 - W2SUAA - ENDIV SOUTHWESTERN CW, Level 4 Select SMO

* **In Date:** 2013 04 18

Out Date:

* **Relationship:** ⦿ **Owning** ○ **Servicing**

Click save

View/Modify Active Relationship(s)

Code	Name	Location	Level	In Date	Out Date	Relationship	Change

Save Cancel

FOR OFFICIAL USE ONLY (FOUO)

In accordance with DoD Regulations and the Privacy Act of 1974, you must safeguard personnel information retrieved through this system. DoD Regulations are: 5 USC 301 - Departmental Regulations, DoD 5200.1-R - The Information Security Program, Title 5, United States Code, Section 552a Public Law 93-579 (Privacy Act of 1974), DoD Directive 5400.07 - The Freedom of Information Act (FOIA) Program, DoDD 5400.11-R - DoD Privacy Program, and DTM-04-009 Security Classification Marking Instructions.

Confirm Changes

Confirm Changes

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

View/Modify In/Out

JPAS, JIMMY

SSN: XYZ-AA-0011 **Grade:** N/A **Category:** Civilian Employee (USAF)

Owning SCI SMO: N/A
Owning Non-SCI SMO: W2SUAA4 - W2SUAA - ENDIV SOUTHWESTERN CW, Level 4, 703-555-3434, xxx.xxx@xxx.mil

Add New Relationship

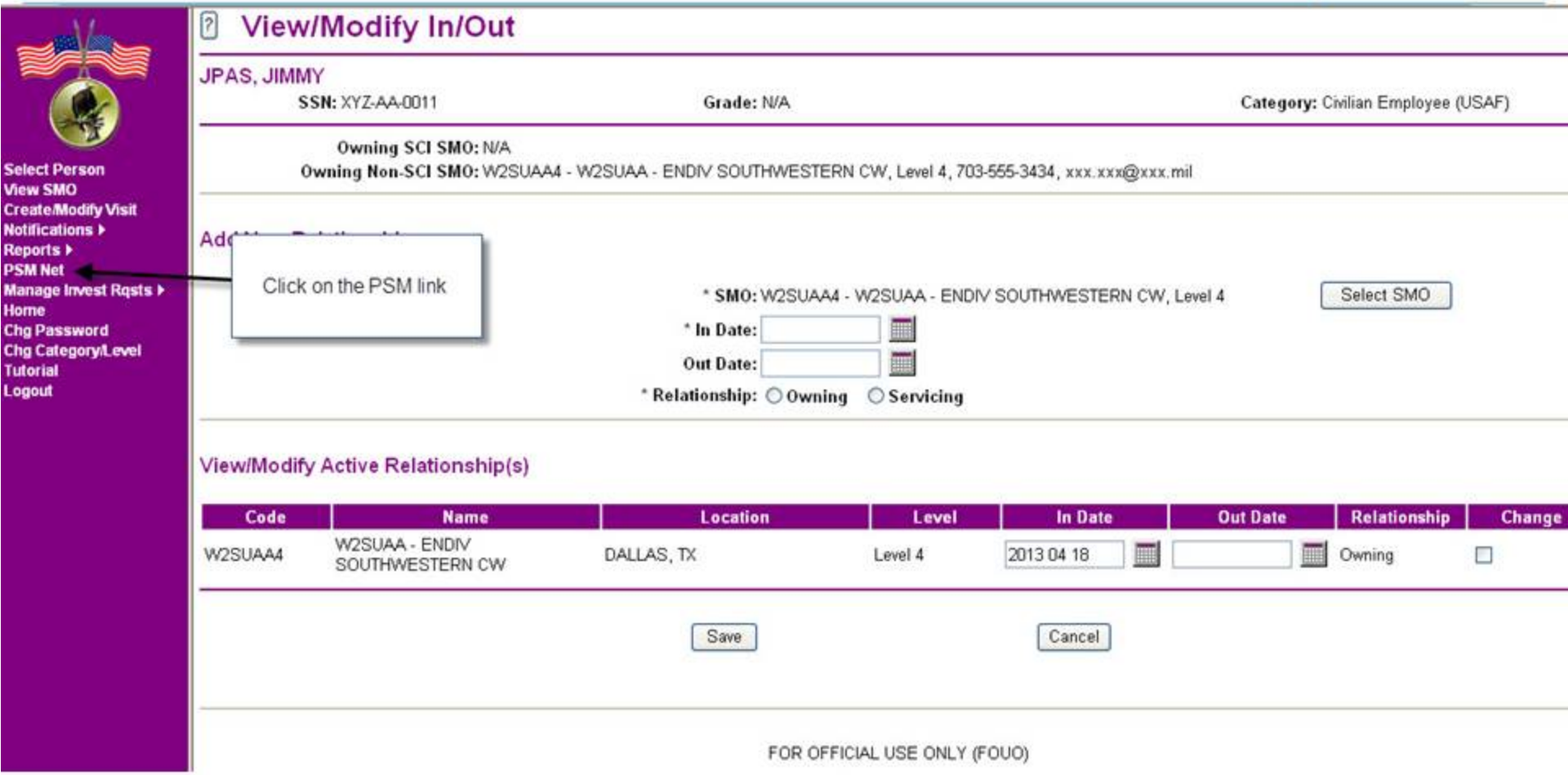
* **SMO:** W2SUAA4 - W2SUAA - ENDIV SOUTHWESTERN CW, Level 4 Select SMO
* **In Date:**
Out Date:
* **Relationship:** ○ **Owning** ○ **Servicing**

View/Modify Active Relationship(s)

Code	Name	Location	Level	In Date	Out Date	Relationship	Change
W2SUAA4	W2SUAA - ENDIV SOUTHWESTERN CW	DALLAS, TX	Level 4	2013 04 18		Owning	☐

Save Cancel

PSM Link


View/Modify In/Out
JPAS, JIMMY
SSN: XYZ-AA-0011
Grade: N/A
Category: Civilian Employee (USAF)
Owning SCI SMO: N/A
Owning Non-SCI SMO: W2SUAA4 - W2SUAA - ENDIV SOUTHWESTERN CW, Level 4, 703-555-3434, xxx.xxx@xxx.mil
Select Person
View SMO
Create/Modify Visit
Notifications
Reports
PSM Net
Manage Invest Rqsts
Home
Chg Password
Chg Category/Level
Tutorial
Logout
Click on the PSM link
* SMO: W2SUAA4 - W2SUAA - ENDIV SOUTHWESTERN CW, Level 4
Select SMO
* In Date:
Out Date:
* Relationship: Owning Servicing
View/Modify Active Relationship(s)
Code
Name
Location
Level
In Date
Out Date
Relationship
Change
W2SUAA4
W2SUAA - ENDIV SOUTHWESTERN CW
DALLAS, TX
Level 4
2013 04 18
Owning
Save
Cancel
FOR OFFICIAL USE ONLY (FOUO)

Confirm Change on PSM Net

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

○ Person Categories by Organization ○ Person Categories by SSN

Add

Person Categories by Organization

Remove

Person Categories:

Records 1 - 14 of 14, Page 1 of 1

SSN			Organization	Relationship	Change	Remove
XYZ-AB-0005	ACCESS, ANDREV	yee	AF INSTRUCTION SQ	Owning	☐	☐
XYZ-AB-0025	ACCESS, ANNA		INDUSTRY CONSULTING SERVICES	Servicing	☐	☐
XYZ-AB-0008	CATEGORY, CATH	yee	DSS ACADEMY TRAINING ORGANIZAT	Owning	☐	☐
XYZ-AB-0008	CATEGORY, CATH	d	U S AIR FORCE SEC SQ	Owning	☐	☐
XYZ-AB-0026	ELIGIBILITY, ERNIE	Industry	INDUSTRY CONSULTING SERVICES	Owning	☐	☐
XYZ-AB-0002	JCAVS, DWAYNE	Active Duty	AF INSTRUCTION SQ	Servicing	☐	☐
XYZ-AA-0011	JPAS, JIMMY	Civilian Employee	AF INSTRUCTION SQ	Owning	☐	☐
XYZ-AB-0058	NEATER, NICHOLAS	Active Duty	U S AIR FORCE SEC SQ	Servicing	☐	☐
XYZ-AB-0029	NET, NANCY	Industry	EAGLE ENTERPRISE SYSTEMS	Servicing	☐	☐
XYZ-AB-0078	NET, NIC	Industry	INDUSTRY CONSULTING SERVICES	Servicing	☐	☐
XYZ-AB-0009	NET, NICHOLAS	Industry	INDUSTRY CONSULTING SERVICES	Servicing	☐	☐
XYZ-AB-0003	SMO, SCOTT	Industry	INDUSTRY CONSULTING SERVICES	Servicing	☐	☐
XYZ-AB-0023	SMO, SUE	Industry	INDUSTRY CONSULTING SERVICES	Servicing	☐	☐
XYZ-AB-0013	VISIT, VICKY	Industry	RAVEN SOLUTIONS & STRATEGIES,	Owning	☐	☐

When you click on the PSM Net link you Maintain PSM window will appear. You see you Civ employee category has been added.

Records 1 - 14 of 14, Page 1 of 1

Removing Entry from PSM NET

Conform Changes of Out Date

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

View/Modify In/Out

JPAS, JIMMY

SSN: XYZ-AA-0011 **Grade:** N/A **Category:** Civilian Employee (USAF)

Owning SCI SMO: N/A
Owning Non-SCI SMO: W2SUAA4 - W2SUAA - ENDIV SOUTHWESTERN CW, Level 4, 703-555-3434, xxx.xxx@xxx.mil

Add New Relationship

* **SMO:** W2SUAA4 - W2SUAA 4 Select SMO
* **In Date:**
Out Date:
* **Relationship:** ○ **Owning** ○ **Servi**

Or you can go to the View/Modify In/Out and place a date in the Out Date box. Click on save and you will see pending removal next to that category in your PSM net.

View/Modify Active Relationship(s)

Code	Name	Location	Level	In Date	Out Date	Relationship	Change
W2SUAA4	W2SUAA - ENDIV SOUTHWESTERN CW	DALLAS, TX	Level 4	2013 04 18		Owning	☐

Save Cancel

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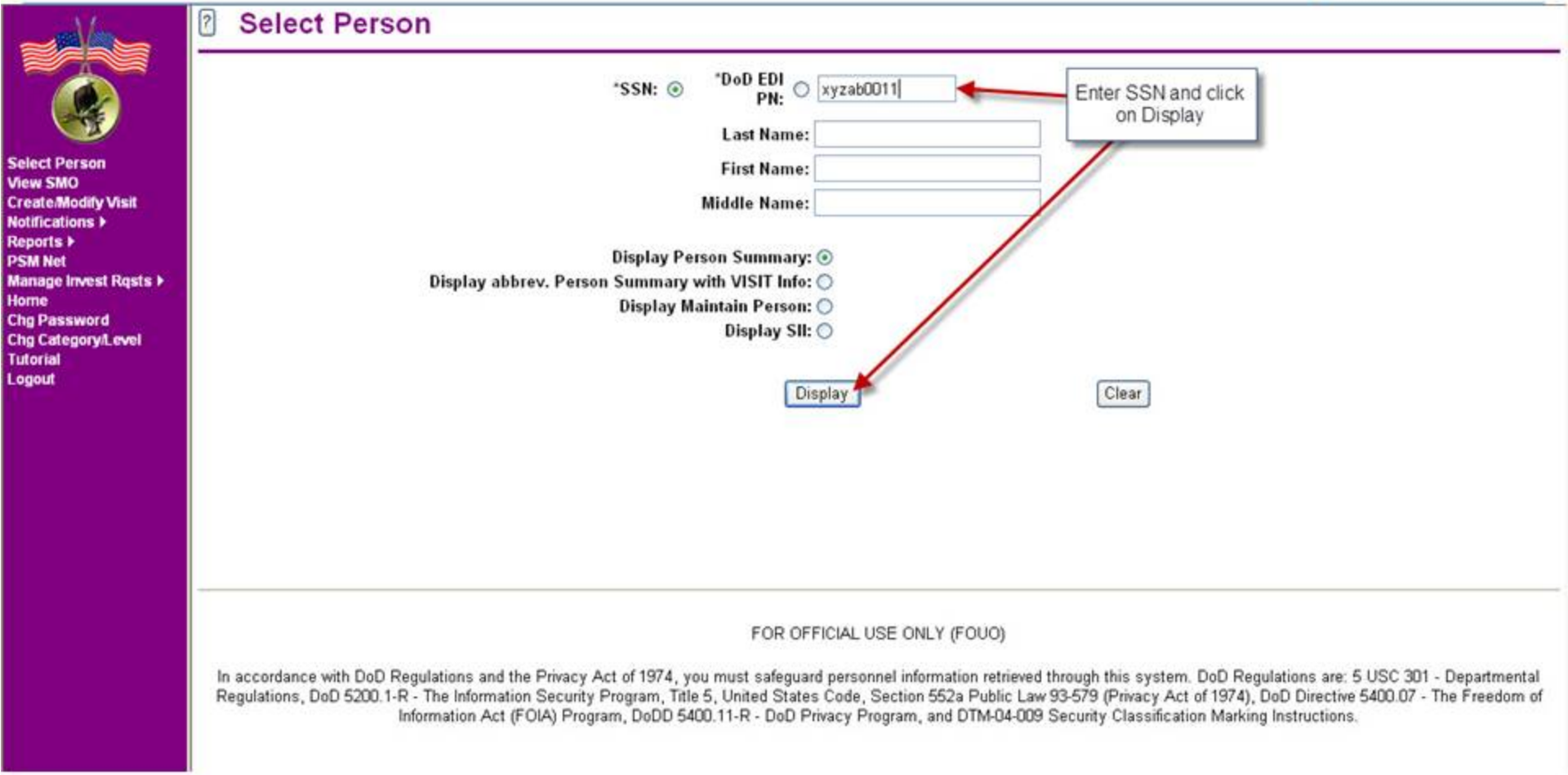
Removing Entry from PSM NET

SSN	Name	Category	Organization	Rel		emove
XYZ-AB-0005	ACCESS, ANDREW	Civilian Employee	AF INSTRUCTION SQ	Owni		
XYZ-AB-0025	ACCESS, ANNA	Industry	INDUSTRY CONSULTING SERVICES	Servic		
XYZ-AB-0008	CATEGORY, CATHY	Civilian Employee	DSS ACADEMY TRAINING ORGANIZAT	Owning		
XYZ-AB-0008	CATEGORY, CATHY	National Guard	U S AIR FORCE SEC SQ	Owning		
XYZ-AB-0026	ELIGIBILITY, ERNIE	Industry	INDUSTRY CONSULTING SERVICES	Owning		
XYZ-AB-0002	JCAVS, DWAYNE	Active Duty	AF INSTRUCTION SQ	Servicing		
XYZ-AA-0011	JPAS, JIMMY	Civilian Employee	AF INSTRUCTION SQ	Owning		Pending Removal
XYZ-AB-0058	NEATER, NICHOLAS	Active Duty	U S AIR FORCE SEC SQ	Servicing		
XYZ-AB-0029	NET, NANCY	Industry	EAGLE ENTERPRISE SYSTEMS	Servicing		
XYZ-AB-0078	NET, NIC	Industry	INDUSTRY CONSULTING SERVICES	Servicing		
XYZ-AB-0009	NET, NICHOLAS	Industry	INDUSTRY CONSULTING SERVICES	Servicing		
XYZ-AB-0003	SMO, SCOTT	Industry	INDUSTRY CONSULTING SERVICES	Servicing		
XYZ-AB-0023	SMO, SUE	Industry	INDUSTRY CONSULTING SERVICES	Servicing		
XYZ-AB-0013	VISIT, VICKY	Industry	RAVEN SOLUTIONS & STRATEGIES,	Owning		

Access

Enter Social Security Number



Indoctrination Link

Person Summary

JPAS, JIMMY

Person Category: Civilian Employee (USAF)

SSN: XYZ-AA-0011
DoD EDI PN:
Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: N/A
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: 1970 04 23
Marital Status: N/A
Place of Birth: Georgia
Citizenship: U.S. Citizen
NdA Signed: No
NdS Signed: No
Exception Type: No

Once you have inprocessed the category into your PSM Net you will notice a Indoctrinate link appear. Click on the indoc link.

PSQ Sent
Non-SCI Access History

Request to Research/Upgrade Eligibility

Accesses

Category	PSP	Suitability and Trustworthiness	Available Actions
Civilian Employee (USAF)	No	IT: N/A Public Trust: N/A Child Care: N/A	Indoctrinate Non-SCI

Person Category Information

Category Classification: N/A
Organization: DEF123, AF INSTRUCTION SQ, , STREET, PA,
Organization Status: N/A

NDA Date

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Indoctrinate Non-SCI Access

JPAS, JIMMY

SSN: XYZ-AA-0011 **Grade:** N/A **Category:** Civilian Employee (USAF)

* An NdA was signed on: Get NdA
An attestation was conducted on:

US | NATO | NC2-ESI | Nuclear

Attestation:
Confidential:
Secret:

Save Cancel

Add an NDA date if not in system, this is the date the person signed an SF-312. Add date for the access level based on the subject's eligibility.

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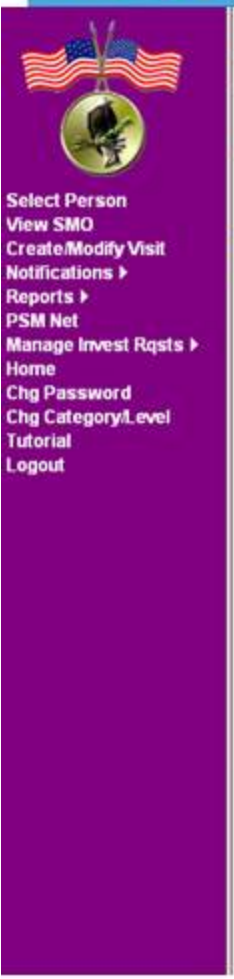
Click to Save

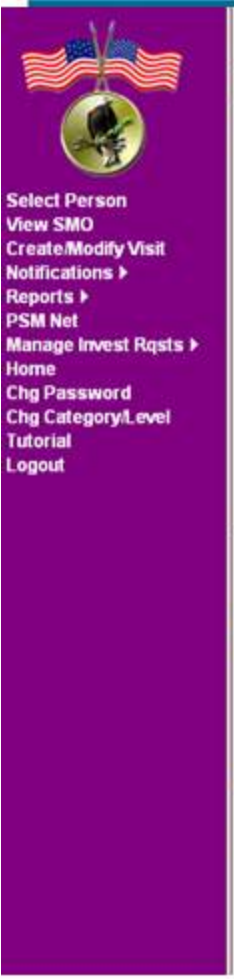


Click Cancel to Return

Confirm Access

When you click cancel the screen will refresh, bring you to the previous screen and access of Secret has been added, also a new link to debrief appears.

Removing Access



To remove access, click on the Debrief Non-SCI link.

Debrief Date

Debrief Date

Cancel to Return

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

Debrief Non-SCI Access

JPAS, JIMMY

SSN: XYZ-AA-0011 **Grade:** N/A **Category:** Civilian Employee (USAF)

Save Cancel

Click cancel to return to the Person Summary Screen.

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Confirm Access Removal

Select Person
View SMO
Create/Modify Visit
Notifications ▸
Reports ▸
PSM Net
Manage Invest Rqsts ▸
Home
Chg Password
Chg Category/Level
Tutorial
Logout

SSN: XTZ-AA-6011

DoD EDI PN:
Open Investigation: N/A
PSQ Sent Date: N/A
Attestation Date: N/A
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: 1970 04 23
Marital Status: N/A
Place of Birth: Georgia
Citizenship: U.S. Citizen
NdA Signed: Yes
NdS Signed: No
Exception Type: No

PSQ Sent
Non-SCI Access History

Request to Research/Upgrade Eligibility
NdA History

Secret access was removed and the debrief link is no longer on the screen.

Accesses

Category	PS?	Suitability and Trustworthiness	Available Actions
Civilian Employee (USAF)	No	IT: N/A Public Trust: N/A Child Care: N/A	Indoctrinate Non-SCI

Person Category Information

Category Classification: N/A
Organization: DEF123, AF INSTRUCTION SQ, , STREET, PA,
Organization Status: N/A
Occupation Code: N/A
Separation Date: N/A
SCI SMO: N/A
Non-SCI SMO: W2SUAA - ENDIV SOUTHWESTERN CW, Level 4, 703-555-3434, xxx.xxx@xxx.mil
Servicing SMO: No
Office Symbol: N/A
Grade: N/A
Position Code: N/A
PS: N/A

Poll Question 3

Poll Question 3