

Student Guide**Personnel Security: JPAS Level 4-6**

Objective	The purpose of this short is to refresh your understanding of JPAS User Levels 4, 5 and 6.
Estimated Completion Time	10 Minutes

Screen 1

The Joint Personnel Adjudication System, also known as JPAS, is the Department of Defense’s official personnel security clearance database management system. JPAS provides a centralized processing and standardized application process for DoD personnel security clearances and is the system of record for verifying eligibility and access for DoD civilians, military, and cleared contractors.

JPAS User Levels include:

Levels 2 and 3

Levels 4, 5, and 6

Levels 7 and 8 and

Level 10

This training short focuses on Levels 4, 5, and 6.

For information on the other levels, visit the appropriate security training short.

Screen 2

JPAS Levels 4, 5 and 6 are known collectively as Non-Sensitive Compartmented Information. They are often referred to as “Non-SCI”, or Collateral User Levels. These levels permit read and write access and

require a minimum of either a National Agency Check with Law and Credit, or NACLCL, or an Access National Agency Check and Inquiries, or ANACI. Click each level to learn more.

Level 4 Tab

Level 4 user access includes Non-SCI security personnel at:

- Corporate/Headquarters level
- Unified command
- DoD agency
- Military department
- Major command/equivalent

Some examples include:

- Corporate Facility Security Officers (FSOs) (Industry)
- Major Commands Non-SCI Security Manager

Level 5 Tab

Level 5 user access includes Non-SCI security personnel subordinate to Level 4 at a particular geographic location such as:

- Installation
- Base
- Post
- Naval vessel

Some examples include:

- Company FSOs (Industry)
- Managers (Industry)
- Base/Installation/Ship/Non-SCI Security Manager

Level 6 Tab audio:

Level 6 user access includes Non-SCI security personnel at:

- Corporate/Headquarters level
- Unified command, DoD agency, military department or major command/equivalent,

Some examples include:

- Corporate Facility Security Officers (FSOs) (Industry)
- Major Commands Non-SCI Security Manager

Screen 3

To request a JPAS account, first complete a JPAS System Access Request, or SAR. Submit the completed form to your JPAS Account Manager, who will then create your account. Click on the SAR to view the DSS website which provides a link to JPAS account request procedures:

<http://www.dss.mil/diss/jpas/jpas.html>.

Screen 4

Users with Levels 4-6 access have the same functionalities and commonly use the JPAS system to:

- Conduct *Select Person* database queries
- Create *Person Categories*
- *In or Out-Process* persons to or from their Personnel Security Management Network, or PSM Net
- Generate reports
- View eligibility and access for a *Person Category*

For a complete list of Level 4-6 functionalities, see the Job Aid at the end of this student guide.

Screen 5

As we've learned, given the correct permissions and privileges, users with Levels 4 to 6 access can perform the same functions, but there are some restrictions.

Subordinate levels cannot:

- Unlock a user with a higher user level
- Log off a user with a higher user level

For example, a user with Level 6 access is subordinate to user Level 4 and therefore cannot unlock and log off the Level 4 User.

Screen 6

Let's see what you've learned. Click each question mark; then read the short scenario and choose the proper response.

[Scenario 1]

You are a Level 4 JPAS user. You get a call from a Level 6 JPAS user in your office asking you to unlock his account. Can you unlock the Level 6 user account?

Yes

No

Yes - You can unlock the Level 6 user's account, because his user level is subordinate to yours.

[Scenario 2]

You are a Level 4 user and you have one Level 5 user and one Level 6 user on your team. Can all three of you perform the duties of an Account Manager?

Yes

No

Yes - Users with Level 4, 5 and 6 access can perform the duties of an account manager.

[Scenario 3]

You are a Level 6 user. Can you send and receive visit requests?

Yes

No

Yes - Level 6 duties include sending and receiving visit requests.

Screen 7

This security training short provided an overview on the JPAS Non-SCI Levels 4-6.

Remember, Levels 4, 5 and 6 are better known as the Non-SCI Levels. They all allow read-write access and while these users have access to the same functions, subordinate levels cannot unlock and log off higher user Levels.

To learn about additional JPAS levels, or access other security training shorts developed by CDSE, see "More Info" below.

More Info

- Additional information on JPAS can be accessed at the Defense Manpower Data Center (DMDC) website at:

<https://www.dmdc.osd.mil/psawebdocs/docPage.jsp?p=JPAS>

- Additional CDSE security training shorts can be accessed at:

<http://www.cdse.edu/shorts/index.html>

- CDSE also offers in-depth JPAS training in the Security Training, Education and Professionalization Portal (STEPP) including the PS123.16 JPAS/JCAVS Virtual Training for Security Professionals course.

- STEPP can be accessed at:

<http://www.cdse.edu/stepp/index.html>

Job Aid

Level 4, 5 and 6: JCAVS Users at Level 4, 5 or 6 can perform the following functions:

- Conduct "Select Person" queries of the database.
- View Access Information for a Person
- View Eligibility Information for a Person
- View Visit Information
- Add Non-DoD Persons to the database
- Create/Modify Visits
- Manage Mass Personnel Changes (Industry Only)
- Receive Notifications
- Generate Reports
- Maintain Access Numbers
- Maintain PSM Net
- View their SMO Maintenance Screen
- Change Password
- Access the Tutorial
- Log out
- Record Remarks
- File SOR Updates
- Record sending of a PSQ for a person
- Obtain NdA History information for a person.
- Obtain Non-SCI Access History Information
- Record Polygraph Information (If Polygraph permission is given and user is in a Polygraph designated SMO).
- Create Investigation Requests
- Retain Suspense data
- Record PSP Suspension, Removal or Terminations (If PSP permissions are given)
- Update Office Symbol and Telephone Numbers
- Report Incidents
- In/Out Process Persons to/from their Organization
- Request Indoc/Debriefing Assistance
- Request SPAs (Air Force Users Only)
- Request Interim SCI from the CAF
- Indoctrinate Persons into Non-SCI Access
- Obtain Investigation History Information for a Person
- Obtain Adjudicative History Information for a Person
- Grant Collateral (Non-SCI) Interims
- Request Research, Recertification or Upgrade for Persons
- Record Unofficial Foreign Travel information for Person Categories with SCI Access
- View SII / e-Clearance Information
- View DCII Information (If you have DCII access)