JOINT PERSONNEL ADJUDICATION SYSTEM

The Joint Personnel Adjudication System (JPAS) is the Department of Defense (DoD) personnel security clearance and access database. It facilitates personnel security program management for the Department of Defense Central Adjudication Facilities, for DoD security managers, and Sensitive Compartment Information (SCI) program managers. JPAS interfaces with the Defense Security Service (DSS) and the Office of Personnel Management (OPM) to populate personnel security investigation data and the personnel systems, Defense Enrollment Eligibility Reporting System (DEERS) and Defense Civilian Personnel Data System (DCPDS), to populate identifying data.

JPAS is the system of record for personnel security adjudication, clearance and verification and history. JPAS has two applications. The Joint Adjudication Management System (JAMS) and the Joint Clearance and Access Verification System (JCAVS). JAMS is the application which supports central adjudication facilities personnel and provides capabilities and data such as case management/distribution, adjudication history, due process history, revocations and denial action information, and will have the ability to electronically access personnel security investigative reports from either the DSS or the OPM. JCAVS is the application which supports command security personnel and provides capabilities and data such as local access record capabilities, debriefings, incident file reports and eligibility data, SAP access information and security management reports.

Department of the Navy (DON) commands are required to use JCAVS exclusively to record all access determinations which includes temporary access, upgrades, downgrades, and suspensions. Commands must document interim security clearance determinations, execution of Nondisclosure Agreements (SF-189, SF-189A or SF-312), and personal attestations and use JCAVS to submit continuous evaluation reports, pass visit requests, determine security clearance and Sensitive Compartmented Information

JOINT PERSONNEL ADJUDICATION SYSTEM

(SCI) access eligibility, determine status of requested personnel security investigation (PSI), record PSI submission dates and request DON CAF determinations, record all access determinations, JCAVS users will be responsible for changes to an individual's access within the JCAVS.

The minimum investigative standards required for access to JCAVS can be found in chapter 3-1.

The minimum security clearance eligibility for access to JCAVS can be found in chapter 3-1.

Data will be permanently retained within JPAS but it will not always be displayed. Data pertaining to individuals that retire or separate from the DON will be visibly retained for 24 months. However, if no action occurs on the individual record for twenty-four months , the record will be purged from display and archived. General Officer and Senior Executive Service employee data will be visibly retained indefinitely.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520
Ser 09N2/3U532515

DEC 1 2003

From: Chief of Naval Operations
To: Director, Department of the Navy Central Adjudication Facility

Subj: JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS) ACCOUNTS

Ref: (a) CNO memo 5520 Ser 09N2/2U532651 of 1 Nov 02
(b) MARADMIN 111/03 of 14 Mar 03
(c) NAVADMIN 247/03 of 8 Sep 03
(d) MARADMIN 249/03 of 23 May 03

1. In order to encourage commands to use the Joint Personnel Adjudication System (JPAS), please attach this guidance to all outgoing correspondence addressed to commands that have not established accounts or registered as JPAS users.

2. Commands were instructed by references (a) through (d) to use the JPAS to request Department of the Navy Central Adjudication Facility (DON CAF) personnel security actions or to report information under the Continuous Evaluation Program (CEP).

3. It is essential that commands establish JPAS accounts immediately and register their Security Management Office (SMO) both for Security Managers and Special Security Officers, as appropriate. By establishing an account and registering an SMO, commands will create the necessary automated communication path with DON CAF. Commands that fail to adhere to the referenced requirements and do not register their SMO will be unable to properly communicate with the DON CAF.

4. The CNO (N09N2) point of contact for this matter is Ms. Mary Anderson, who may be reached at (202) 433-8854, DSN 288-8854, or e-mail at manderso@ncis.navy.mil.

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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520
Ser 09N2/2U532651
NOV 1 2002

From: Chief of Naval Operations

Subj: JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS)

Ref: (a) OASD(C3I) memo of 26 Oct 00 (NOTAL)

Encl: (1) JCAVS Account Managers

1. As directed by reference (a), the Joint Personnel
Adjudication System (JPAS), a web-based system developed for use
by security personnel throughout the Department of Defense, is
being deployed throughout the Department of the Navy (DON).
Security personnel will use the Joint Clearance Access
Verification System (JCAVS) portion of JPAS to manage the
command's access authorization process, to validate personnel
security clearance eligibility and to determine the status of
personnel security investigation requests. Commands with JCAVS
access may use the JCAVS data in lieu of the Defense Clearance
and Investigations Index (DCII) data and the DON Central
Adjudication Facility (CAF) clearance certification records, as
appropriate, to support local access determinations.

2. The timing for employing JCAVS within the DON is critical
due to the forthcoming changes in communication systems,
including elimination of AUTODIN messages. Effective 1 January
2003, all DON CAF clearance determinations will be communicated
using JPAS/JCAVS. Further, commands will also use JCAVS to
request DON CAF action, to forward visit requests, and to
validate and/or complete non-disclosure agreements.

3. While a number of command JCAVS users have already been
registered, all future requests for access to JCAVS will be
approved using a hierarchical authorization process. The goal
is to have all DON commands through the fourth echelon level
registered for JCAVS system access by the end of December 2002.

    a. All second echelon commands will review the enclosed
list of JCAVS account managers to ensure accuracy. Commands who
have not identified an account manager to CNO(N09N2) must do so

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no later than 12 Nov 2002. CNO(N09N2) will provide system guidance to identified second echelon command JCAVS account managers. All identified second echelon account managers will complete a one-day computer based training program provided at https://JPAS.osd.mil.

    b. Second echelon command JCAVS account managers will register an account manager at each of their subordinate third echelon commands no later than 22 Nov 2002, providing the necessary system guidance and direction.

    c. Third echelon command account managers will then register an account manager at each of their subordinate fourth echelon commands no later than 20 Dec 2002, providing the necessary system guidance and direction.

    d. Fourth and fifth echelon command account managers will then register an account manager at each of their subordinate commands as soon as possible, providing the necessary system guidance and direction.

4. Headquarters Marine Corps (HQMC) will provide guidance to Marine Corps commands under separate correspondence.

5. Special Security Office Navy (SSO Navy) with the Office of Naval Intelligence, will provide guidance to all DON SSO's under separate correspondence.

6. User clearance eligibility and computer requirements can be found at: https://jpas.osd.mil. Firewall issues can be addressed by ensuring that port #443 is open. Port #80 allows internet access, port #443 allows entry to the JPAS. Browsers need to be enabled for 128 bit encryption and DNS reverse hook up must be enabled. JPAS allows .mil/.gov/.com domains through its firewall.

7. In order to expedite dissemination of this policy, please distribute this memorandum to your subordinate commands or refer your subordinate commands to the CNO(N09N2) web-site.

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Subj: JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS)

8. For additional DON information relating to the deployment of JPAS go to the CNO(N09N2) web-site at www.navysecurity.navy.mil or contact the CNO(N09N2) point of contact (POC), Ms. Mary Anderson at (202) 433-8854 or DSN 288-8854 or via email at manderso@ncis.navy.mil. The POC for USMC commands is Mr. William Potts · HQMC(ARS), at (703)614-2320 or DSN 224-2320, or e-mail at pottswt @hqmc.usmc.mil. The SSO Navy POC for command SSO's is Ms. Debbie Nibbe, at (301)669-5892, DSN 659-5892 or e-mail at dnibbe@nmic.navy.mil.

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ADMINISTRATIVE MESSAGE

ROUTINE

R 082350Z SEP 03 ZYB MIN PSN 727933J31

FM CNO WASHINGTON DC//N4//

TO NAVADMIN

UNCLAS //N05520//
NAVADMIN 247/03

MSGID/GENADMIN/CNO WASHINGTON DC/N4/-/SEP//

SUBJ/JOINT CLEARANCE AND ACCESS VERIFICATION SYSTEM (JCAVS)//

REF/A/DOC/CNO/01NOV2002//

REF/B/SECNAVINST 5510.30A/-/10MAR1999//

NARR/REF A ESTABLISHED THE REQUIREMENT FOR USE OF JCAVS.
REF B IS THE DON PERSONNEL SECURITY PROGRAM REGULATION.//

RMKS/1. EFFECTIVE 1 JANUARY 2003, COMMANDS WERE INSTRUCTED BY REF A
TO USE JCAVS, A SUBSYSTEM OF THE JOINT PERSONNEL ADJUDICATION SYSTEM
(JPAS), TO REQUEST DEPARTMENT OF THE NAVY CENTRAL ADJUDICATION
FACILITY (DONCAF) PERSONNEL SECURITY CLEARANCE ACTIONS, TO FORWARD
CLASSIFIED VISIT REQUESTS AND TO VALIDATE CLASSIFIED INFORMATION
NON-DISCLOSURE AGREEMENTS. DUE TO MIGRATION TO THE DEFENSE
MESSAGING SYSTEM (DMS), DONCAF WILL BE UNABLE TO GENERATE AUTOMATED
SECURITY CLEARANCE ELIGIBILITY DETERMINATIONS USING AUTODIN MESSAGES
AFTER 30 SEPTEMBER 2003. COMMANDS MAY CONTINUE TO COMMUNICATE WITH
DONCAF USING PAPER REQUESTS. THESE REQUESTS MAY BE MAILED TO:
DIRECTOR, DONCAF, 716 SICARD ST SE, SUITE 2000, WASHINGTON NAVY YARD
DC 20388. HOWEVER, IT IS ESSENTIAL THAT COMMANDS ESTABLISH JCAVS
ACCOUNTS IMMEDIATELY TO ENSURE CONTINUED AUTOMATED COMMUNICATION
WITH DONCAF.

2. COMMANDS MUST USE JCAVS EXCLUSIVELY TO DOCUMENT LOCAL ACCESS
DETERMINATIONS, INTERIM SECURITY CLEARANCE DETERMINATIONS, EXECUTION
OF NONDISCLOSURE AGREEMENTS (SF-189, SF-189A OR SF-312), AND
PERSONAL ATTESTATIONS. COMMANDS WILL ALSO USE JCAVS TO SUBMIT
CONTINUOUS EVALUATION REPORTS, PASS VISIT REQUESTS, DETERMINE
SECURITY CLEARANCE AND SENSITIVE COMPARTMENTED INFORMATION (SCI)
ACCESS ELIGIBILITY, DETERMINE STATUS OF REQUESTED PERSONNEL SECURITY
INVESTIGATIONS (PSI), RECORD PSI SUBMISSION DATES AND REQUEST DONCAF
DETERMINATIONS. JCAVS REPLACES ALL RECORDS KEEPING REQUIREMENTS
ASSOCIATED WITH THESE ACTIVITIES AS PRESCRIBED BY REF B.

3. JCAVS USES A PERSONNEL SECURITY MANAGEMENT NETWORK (PSM NET) TO
CONTROL SYSTEM USE AND INFORMATION FLOW. SYSTEM ACCESS IS
HIERARCHICALLY CONTROLLED, WITH UPPER ECHELON COMMANDS PLAYING A
CRITICAL ROLE IN ESTABLISHING JCAVS ACCOUNTS FOR LOWER ECHELON
COMMANDS. REF A PROCEDURES FOR ESTABLISHING JCAVS ACCOUNTS CAN BE
FOUND AT WWW.NAVYSECURITY.NAVY.MIL.

A. UNDER PSM NET EACH COMMAND SECURITY MANAGER WILL ENSURE THE
COMMAND SECURITY MANAGEMENT OFFICE (SMO) IS ESTABLISHED AND
IDENTIFIED IN JCAVS BY UNIT IDENTIFICATION CODE (UIC) OR REPORTING
UNIT CODE (RUC), USER LEVEL AND COMMAND TITLE.
B. SMO'S WILL CLAIM THE PERSONNEL FOR WHOM THEY HAVE SECURITY
COGNIZANCE UNDER THEIR JCAVS ACCOUNT BASED ON THE NATURE OF THEIR
RELATIONSHIP. AN OWNING RELATIONSHIP EXISTS WHEN THE PERSON IS
PERMANENTLY ASSIGNED AS A COMMAND ASSET. A SERVICING RELATIONSHIP
EXISTS WHEN A PERSON IS TEMPORARILY ASSIGNED (I.E. TAD FOR
TRAINING).
C. ONCE A PERSON IS "OWNED" BY ONE COMMAND IN JCAVS, ANOTHER
COMMAND CANNOT OWN THAT PERSON. IT IS IMPERATIVE THAT SMO'S CLAIM
PERSONNEL UNDER THEIR JCAVS ACCOUNT USING THE APPROPRIATE
RELATIONSHIP AND REMOVE THEM WHEN THEY ARE NO LONGER A COMMAND ASSET.

4. JCAVS USERS CAN CONSULT THE NAVY SECURITY WEBSITE AT
WWW.NAVYSECURITY@NAVY.MIL FOR FURTHER JCAVS GUIDANCE RELATED TO THIS
NOTIFICATION. SPECIAL SECURITY OFFICERS (SSO'S) WILL FOLLOW SSO
NAVY GUIDANCE.

5. THE DEPARTMENT OF THE NAVY JCAVS PROGRAM MANAGER IS MS. MARY
ANDERSON WHO MAY BE REACHED AT (202) 433-8854, DSN 288-8854 OR
E-MAIL MANDERSO@NCIS.NAVY.MIL.

6. RELEASED BY VADM CHARLES W. MOORE, JR., DCNO, FLEET READINESS
AND LOGISTICS.//

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