Updated / Restated Guidance to Facility Security Officers on:

How to Identify the Government Customer When Requesting an Investigation for a Personnel Security Clearance (PCL) in JPAS

(JANUARY 2008)

The Defense Security Service (DSS) requests immediate assistance in assuring that all of your requests for personnel security investigations (PSIs) in the Joint Personnel Adjudication System (JPAS) include:

- The identification of the government customer requiring the personnel security clearance (PCL) in accordance with the identification table below

  AND
- The contract number

Background -

In September 2007, DSS provided updated guidance to Facility Security Officers (FSOs) on how to identify the government customer in the contract number field when requesting PCLs to allow DSS to identify the actual sources of investigative clearance requirements. We thank those who followed this guidance.

However, recent DSS analysis of user input to the contract number field indicates that the guidance is still not being consistently followed in approximately two-thirds of the e-QIP submissions into JPAS.

Accurate data entry of the source of the investigative requirement for a clearance is essential to DSS' capability to effectively manage and validate industry's PSI submissions with the government customers.

We have restated / updated the guidance here for your ease of reference and immediate implementation. Industrial Security Representatives will also make this a matter of special interest during inspections.

Instruction -

The correct standardized format for contract number is as follows:

One Word Government Identifier (Table begins on Page 3) - Contract Number

1) When writing the contract number please include the full contract number in all capital letters and include all dashes.

For example: NAVY - N00019-06-D-0014

2) If the contract number is classified please still list the contracting agency then list the type of classification. (CLASSIFIED, CIRCLE A, YANEE WHITE, etc). If the agency is also classified just list CLASSIFIED.

For example: DHS - CLASSIFIED *or if agency is classified as well:* CLASSIFIED

3) If the person requesting the investigation works on multiple contracts please list their primary contracting agency and contract number.

4) When requesting an investigation for SCI or SAP access, include "SCI" or "SAP" between the name of the Government customer and the contract number

For example: NAVY - SAP - N00019-06-D-0014

5) Investigations for key management personnel of a cleared company should reflect the contractor's primary classified contract and associated government customer.

6) For a company in process for a facility clearance, the key management personnel clearances should reflect the government customer sponsoring the company's facility clearance and the associated contract.

Examples of Recent *Incorrect* Inputs –

Incorrect Examples:	**Reason Why:**
DA1234-05-D-7819	No contracting agency.
CLASSIFIED	Possibly incorrect, if the contract number is classified but the contracting agency is not, please list the contracting agency then "CLASSIFIED"
NAVY - 645B	Contract number is very short, make sure you're using the whole number and not just a portion.
DA1234-05-D-7819 ARMY	Contracting agency improperly placed at the end.
VARIOUS	Do not list "various" or "multiple" – list the primary contracting activity for the person requesting the investigation.
NONE	Should at least list "OTHERDOD" or "OTHERNONDOD"
ARMYa123405a7819	No dash between agency and contract number, contract number does not have dashes and is not capitalized.
1E7P7	CAGE Codes are not contract numbers, do not list CAGE Codes.
E-Borders	Contract names are not contract numbers, do not list contract names.
Unknown	Contract number should be known. If it us unknown what the contract number requiring the clearance is then there is no reason to issue a clearance. If no contract number applies see rule for "NONE" above.
DOT - TO-436	Task Orders (TOs/DOs) are not complete contract numbers – please list full contract number followed by Task Order if needed.
AIR FORCE - F123-05-D-1234	Incorrect agency identifier, should be "AF" - see tables below.
COASTGUARD - DH123-05-D-1234	Subordinate agencies should be listed using the governing agency from the table below, in this example "DHS" should be listed.

One Word Government Identifier for the Government contracting agencies (GCAs).

TABLE OF GOVERNMENT AGENCY IDENTIFIERS		
Identifier to be Used in JPAS Input	**Agency Name**	**Includes all of the following**

DOD Components		
AF	United States Air Force	Includes all subordinate agencies and activities For example: AF would include contracts by AFRL, ACC, AMC, etc.
ARMY	United States Army	
USMC	United States Marine Corps	
NAVY	United States Navy	
DARPA	Defense Advanced Research Projects Agency	
DCAA	Defense Contract Audit Agency	
DCMA	Defense Contract Management Agency	
DIA	Defense Intelligence Agency	
DISA	Defense Information Systems Agency	
DLA	Defense Logistics Agency	
DSCA	Defense Security Cooperation Agency	
DSS	Defense Security Service	
DTRA	Defense Threat Reduction Agency	
MDA	Missile Defense Agency	
NATO	North Atlantic Treaty Organization	
NGA	National Geospatial Intelligence Agency	
NSA	National Security Agency	
OSD	Office of the Secretary of Defense	
OTHERDOD	Other DoD	Any other DoD classified contract requiring personnel to have a clearance. *NOTE – Please review the rest of the table and the agencies in this column to make sure this is a last-choice.

NON – DOD COMPONENTS (NISPOM paragraph 1-103b)		
USDA	Dept of Agriculture	Includes all subordinate agencies and activities that have the authority to issue a classified contract. For example: DHS would include contracts by FEMA, Coast Guard, TSA, etc. JUSTICE would include contracts by FBI, DEA, ATF, etc.
DOC	Dept of Commerce	
ED	Dept of Education	
HHS	Dept of Health & Human Services	
DHS	Dept of Homeland Security	
INTERIOR	Dept of Interior	
JUSTICE	Dept of Justice	
LABOR	Dept of Labor	
STATE	Dept of State	
DOT	Dept of Transportation	
TREAS	Dept of Treasury	
EPA	Environmental Protection Agency	
FCC	Federal Communications Commission	
FRS	Federal Reserve System	
GAO	Government Accountability Office	
GSA	General Services Administration	
NASA	National Aeronautics and Space Administration	
NRC	Nuclear Regulatory Commission	
NSF	National Science Foundation	
SBA	Small Business Administration	
USAID	U.S. Agency for International Development	
USITC	U.S. International Trade Commission	
USTR	U.S. Trade Representative	
FGOV	Foreign Government	All foreign government classified contracts requiring personnel to have a clearance/security assurance.
OTHERNONDOD	Other Non-DoD	Any other Non-DoD classified contract requiring personnel to have a clearance where there is DoD/DSS NISP oversight in accordance with NISPOM paragraph 1-103b. *NOTE – Please review the rest of the table and the agencies in this column to make sure this is a last-choice.