



DQI-597 Q&A Worksheet

Purpose

The purpose of this document is to answer all questions captured before and during the webinar hosted February 27, 2013.

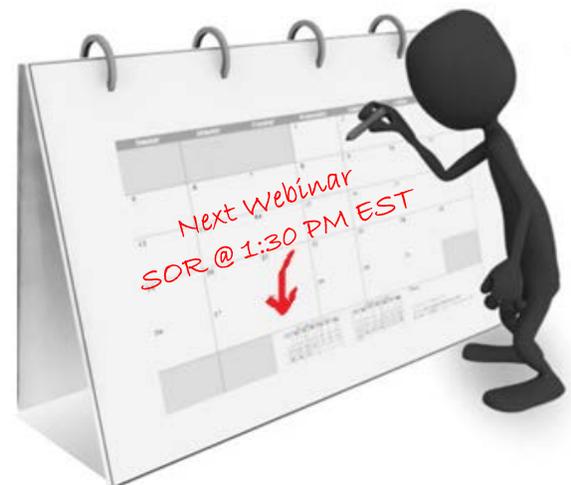
Intended Audience

This document is useful for all FSOs/SMOs managing Access, JPAS information, etc.

Reference Materials

Please visit the following websites for additional information related to DMDC's Data Quality Initiative 597 and other guidance:

- [JPAS DQI 597 Write Up](#)
- [JPAS Homepage](#)
- [DSS Homepage](#)
- [PSMO-I Webinars & Toolkits Page](#)
- [CDSE Homepage](#)



DQI-597 Q&A

DQI-597

- 1. Is it a problem if we have people in our SMO that do not have a clearance but need to be owned for a NACI investigation to receive a CAC card?**
 - a. No, the DQI specifically addresses records that have no Owning/Servicing SMO. If they are owned, they do not fall within the parameters.
- 2. Is the concern that we are over classifying our contractors? For example, we have them at Top Secret (TS) when the contract (DD254) only calls for Secret, or the other way around.**
 - a. DQI-597 specifically addresses Access at a higher level than their current eligibility. Example: Top Secret Access, but Subject only maintains a Secret eligibility.
- 3. How will DMDC identify issues with JPAS accounts and how they are mitigating illegal JPAS accounts during this DQI effort?**
 - a. At this time, DMDC is handling the transition of the call center, which is scheduled to begin on April 1st.
- 4. If Access is administratively debriefed by the DoD CAF, and the FSO needs to give Access back to the employee in JPAS, will the employee need to be briefed by the FSO?**
 - a. The FSO can brief the Subject's Access to the level of eligibility.
- 5. If a person has TS eligibility but only Secret Access is needed on their current contract, will DSS remove their Access?**
 - a. No, Access at a lower level than the eligibility is authorized.
- 6. If an employee has an Interim Secret and the DoD CAF administratively debriefs the employee's Access without the employee being debriefed, will the FSO need to brief the employee again before indoctrinating the employee for Access?**
 - a. No, this is a system debrief, the employee's verbal briefing only needs occur once and the SF-312 remains intact.
- 7. Regarding Scenario 2, if there is an owning SCI SMO, but not owned or serviced by a NON-SCI, will the Access be debriefed for TS?**
 - a. No, as long as there is an owning or servicing relationship with the Subject in your Industry category the Access will not be debriefed unless the Access is set at a higher level than the eligibility.
- 8. I In-Process my students as owning under the SCI SMO and indoctrinating at SI/TK SCI access and US Top Secret Access and NATO Secret access - Do I need to In-Process at level 5 to ensure that the student will not be admin debriefed for Top Secret and NATO?**
 - a. As long as there is a servicing or owning relationship for the category, the Access will not be debriefed if the eligibility is the same as Access, or higher.

DQI-597 Q&A

Data Integrity

- 9. It seems that the government never puts in the Place of Birth or Marital Status. When a contractor picks up a previous-government employee as a contractor, will we ever be able to have access to those two fields to put in a POB and Marital Status?**
 - a. If the DoD category has a separation date, those fields can be modified.
- 10. My DSS Inspector ran a Ghost Report that yielded hundreds of records, 98% of which had been debriefed/relinquished ownership and separated in JPAS. Can you explain how this could have happened?**
 - a. This question has been submitted to DMDC for review.
- 11. Please provide a clear overview of what a security manager is required to do.**
 - a. All actions required by the security manager are listed on the DQI-597 webinar slides.

General

- 1. I noticed my PSM Net (JCAVS Maintain) screen has 589 owning/servicing records listed. When I downloaded the Personnel by Eligibility Report it states I have 535 owning/servicing records. The Eligibility Report saves in .csv format but not the PSM Net Personnel Report. Would it be possible to have the PSM Net Personnel Report save to .csv format? This would allow me to possibly cut and paste names from one report to the other and save time finding those records that have not been deleted from my PSM Net for some reason or another.**
 - a. This request has been forwarded to DMDC for recommendation.
- 2. Will DSS ever provide information on Access processes within ISL(s) since there is so much variation in interpretation?**
 - a. Processes concerning Access are located in the JPAS training guide.
 - b. Information about eligibility and Access can be found in the NISPOM and 5200.2R.
- 3. I would like clarification on the "break in Access" rule and requirements!**
 - a. Break in Access means that the Subject has had a break in employment with all companies requiring the Subject to have Access to classified information.

DQI-597 Q&A

JPAS

4. How do I correct the place of birth in JPAS?

- a. If there is a DoD Category in JPAS, you will be unable to correct the place of birth. Requests for this action should be submitted via the RRU process. If no active DoD category exists you can correct the place of birth in the "Add/Modify" screen.

5. Are middle names required in JPAS?

- a. The middle name is not a required field.

6. How should "no middle names" be addressed in JPAS record? Should they be left blank, or is there recommended nomenclature such as "NMN" or "none"?

- a. Historically, "NMN" has been an acceptable placeholder to denote no middle name.

7. How should instances with multiple names/AKAs be corrected/associated in the Maintain screen so that their current name is correctly displayed in the Personnel report?

- a. The current last name should be indicated in the last name field. The "AK" history is automatically populated every time the last name field changes.

8. How do I identify/correct 'Place of Birth' in JPAS for former military personnel?

- a. Information should be corrected in DEERS so it does not override the current POB listed in JPAS.

9. It seems as if there is an RSI Closed Date, or an open investigation - even if in error. It overrides the Previous Investigation Close Date and thus, the individual never shows up on the Periodic Reinvestigation Report. Will this be corrected in the future?

- a. This information has been sent to DMDC for review.

10. Are there plans to refine JPAS so that the user is prompted after taking an owning/servicing relationship asking: Subject has not been indoctrinated; are you sure that Subject should not be indoctrinated at this time?

- a. Currently there are no plans to refine JPAS for that function.

11. When will the JPAS PR report be updated to reflect the current investigation type (i.e., clearance level)? We have personnel who are listed in the PR report whose clearance has been downgraded to a NACL, yet are listed in the JPAS PR report as having a SSBI clearance.

- a. This information has been sent to DMDC for review.

12. When will JPAS PR report be synchronized to list those who are due for a PR based on current DoD guidelines (i.e., within 90 days of the subject's anniversary investigation closed date)?

- a. This information has been sent to DMDC for review.