

DSS Updates Posting on - Guidance on Managing Personnel Security Clearance Records in the Joint Personnel Adjudication System (JPAS) - Break in Access and Break in Employment

Eligibility – If JPAS reflects eligibility, a contractor employee may have access to classified information up to that level of eligibility. **Note: A contractor employee may not have access to classified information at a level that is higher than the level of the contractor’s facility clearance.**

The following procedures are provided for contractors to annotate and maintain records for “break in access” and “break in employment” in JPAS:

Break in access is the point when a cleared employee no longer has a requirement to have access to classified information.

If an employee no longer has a requirement to access classified information and remains employed by the contractor, the contractor will complete the following actions in JPAS:

- “Debrief” the employee from access (Note: this is the verbiage in JPAS for removing access)
- Maintain an owning relationship of the employee’s eligibility record in the JPAS Personnel Security Management Network (PSM Net) until a separation action is necessary

If the employee again requires access to classified information while working for the same contractor, the contractor must verify that the most recent personnel security investigation closed no more than 5 years earlier (TOP SECRET), 10 years earlier (SECRET), or 15 years earlier (CONFIDENTIAL).

If there is no known adverse information that the contractor is aware of and the employee’s most recent personnel security investigation meets the recency requirement necessary for the access level, the contractor must update the employee’s access in JPAS before allowing the employee to access classified information.

If the most recent investigation exceeds 5 years (TOP SECRET), 10 years (SECRET), or 15 years (CONFIDENTIAL), the contractor will submit a request for periodic reinvestigation (PR).

The contractor should continue to submit adverse information reports pursuant to NISPOM 1-302a (and the clarifying guidance in Industrial Security Letter 2011-04) as an incident report in JPAS for any employee eligible for access to classified information, regardless of whether the employee currently has access to classified information.

The contractor should also ensure individuals with eligibility continue to receive refresher training as required by NISPOM 3-107.

The contractor will not request a PR for employees who remain employed but no longer have a requirement to access classified information.

Break in employment is the point when a cleared contractor terminates the employment of an employee with eligibility for access to classified information regardless of the reason for the termination, and regardless of whether the termination was initiated by the company, the employee (e.g., by resignation), or by mutual agreement of the company and the employee.

When a contractor terminates the employment of an employee who is eligible for access to classified information at the time of termination, the contractor must complete the following actions in JPAS:

- “Debrief” the employee from access (Note: this is the verbiage in JPAS for removing access)
- Add a separation date to the record
- Out-process the employee’s eligibility record from the PSM Net

When an employee who previously was eligible for access to classified information has had a break in employment greater than 24 months, the employee cannot be granted access to classified information until the employee has undergone a new (initial) investigation, regardless of the recency of any prior personnel security investigation.

If a contractor becomes aware of adverse information pertaining to an individual previously employed, the contractor will not use the incident reporting feature in JPAS to submit the report. Depending on the nature of the adverse information, the contractor should notify DSS or the DoD CAF to report the information and notify local law enforcement if appropriate.