

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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