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

IN REPLY REFER TO

5520
Ser 09N2/20532651
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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6. 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 MAJ Elaine Hensen, HQMC(ARS), at (703)614-2320 or DSN 224-2320, or e-mail at HensenEM@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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