

SUBJECT: JPAS/JCAVS SMO SET-UP POLICY CHANGE AND REVIEW OF OFFICE SMO (BANIF 011-04)

A. SSO NAVY 232040Z JAN 04 – BANIF 003-04

1. IAW REF A, PARAGRAPH 5 – (SECURITY MANAGEMENT OFFICE (SMO)), REQUEST EACH SSO/ASSO ACCOUNT MANAGER UPDATE AND REVIEW THEIR OFFICE SMO. ENSURE INFORMATION REMAINS CURRENT AND UPDATED AT ALL TIMES. ADDITIONALLY, REVIEW AFFILIATED USERS UNDER YOUR OFFICE SMO ENSURING ALL USERS ARE CURRENT AND ACCESS REMOVED WHEN SECURITY PERSONNEL DEPART OFFICE AS OUTLINED IN BANIF 003-04. THE FOLLOWING IS AN ADDITION TO THE CURRENT SMO SET-UP POLICY.
2. ADDITIONAL INFORMATION NEEDED IN SMO: FOR EACH OFFICE SMO E-MAIL ADDRESS BOX, ADD YOUR UIC/RUC TO THE END OF THE SSO ASSO E-MAIL ADDRESSES. FOR EXAMPLE: JOHN.DOE@NAVY.MIL MARY.SUE@NAVY.MIL @ UIC 12345. NOTE: YOUR SMO UIC/RUC IS ALREADY USED AS THE BASIS FOR YOUR SMO CODE SEEN AT THE TOP OF YOUR SMO SCREEN, FOR EXAMPLE: SMO CODE 123453, WORKING LEVEL 3. ADDING YOUR UIC/RUC TO YOUR E-MAIL ADDRESS WILL FACILITATE AND EXPEDITE DONCAF COMMUNICATION WITH YOUR SMO. DONCAF WILL USE THE UIC/RUC INFORMATION LISTED IN YOUR SMO E-MAIL ADDRESS BOX TO ADDRESS LETTERS OF INTENT (LOI), LETTERS OF NOTIFICATION (LON) AND OTHER PAPER CORRESPONDENCE, ONCE YOU UPDATE YOUR SMO E-MAIL ADDRESS, THE INFORMATION WILL GLOBALLY UPDATE EACH PERSON'S FILE YOU OWN WITHIN YOUR PSM NET. BE SURE TO CLICK ON THE SAVE BUTTON AT THE BOTTOM OF THE SCREEN WHEN UPDATING SMO SCREEN.
3. CLARIFICATION OF LOI, LON, OR PERSONNEL SECURITY ISSUES CAN BE DIRECTED TO NMIC SUITLAND (MON AND TUE): 301-669-4104, DSN: 659 OR DONCAF (WED THUR FRI): 202-433-8960, DSN: 288.
4. FOR CLARIFICATION AND/OR ACCOUNT SET UP FOR JPAS/JCAVS CONTACT, SSO NAVY FUNCTIONAL MANAGER 301-669-5892, DSN: 659