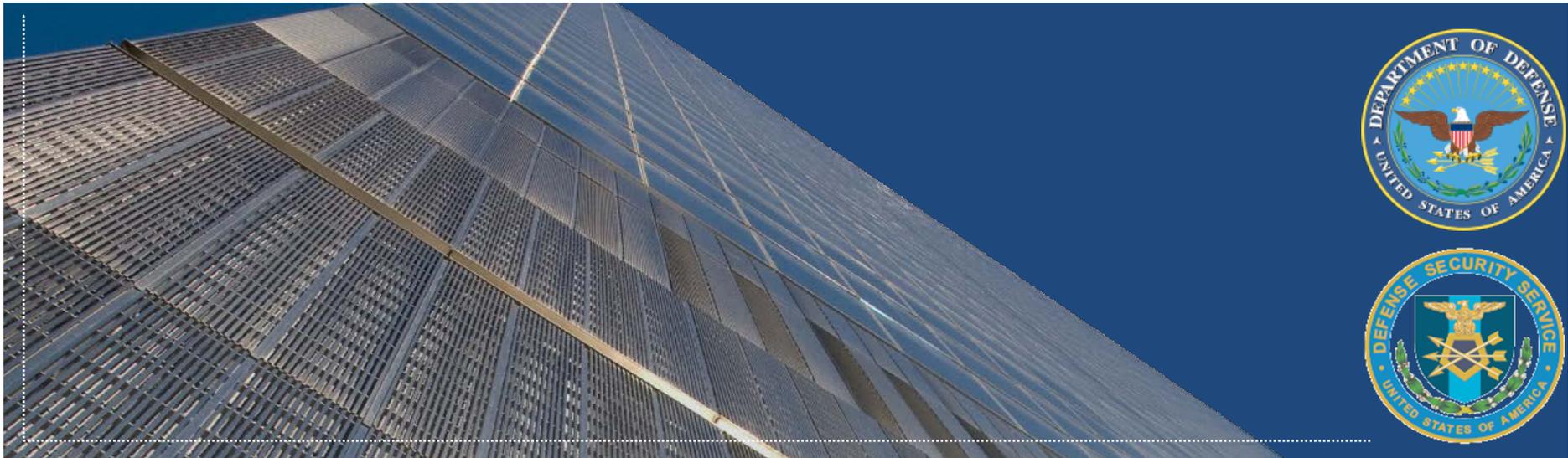


AskPSMO-I

Information Regarding Data Quality Initiative-68982

Scheduled: January 2014



Overview

- JPAS has persons with active Industry person categories that do not have an active owning or servicing SMO relationship. Resultantly, when periodic reinvestigations are required for their active eligibilities, DSS is unable to track or manage this population
- **Resolution:** Solution has been identified by the JPAS Requirements and Data Analysis Teams. A recurring data correction script will be executed to update all records with two criteria.
- **Projected Date of Action:** January 2014

Criteria 1

If the person's category is a KMP-classified Industry category, DMDC will take no action on that category and provide a records report to DSS. This report will be forwarded to the IS Reps for action.

Industry Action:

- Ensure all facilities have alternate account managers to service the primary FSO account.



For questions related to this criteria, click the icon to the left

Criteria 2

If the person's category is not a KMP-classified Industry category and does not have an active "Owning/Servicing" SMO, enter a separation date based on the last time the record was updated.

Results:

- Upon separation, **128,098** categories will archive the person because the date is older than 2 years and there are no other active categories.
- Upon separation, **33,639** categories will separate the person because the date is less than 2 years and there are no other active categories.



For questions related to this criteria, click the icon to the left

Self Corrections

Per NISPOM 2-200b, “...the contractor shall be responsible for annotating and maintaining the accuracy of their employees’ access records” in the CSA designated system of record. JPAS is the designated system of record. As the FSO, you are responsible for making sure NdA dates are posted, individuals are properly given access, and periodic reinvestigations are up to date. You are also responsible for making sure your PSM Net is accurate.

When an individual has not been properly separated in JPAS, they are still technically associated with your CAGE code in the system. We call these files “orphans” or “ghosts” because they have no home and are invisible to you, unless the proper steps are taken.

Identifying Issues

1

Log into JPAS, click “PSM Net”

2

Click the radio button next to “Add Person Categories by Organization”, then click “Add”

3

Click “Select Organization”

4

Select “DoD Contractor Companies” and enter your CAGE code (with the * for wildcarding) in the bottom field

5

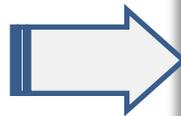
Click search and your organization’s name and CAGE should appear at the bottom. If it does, then click on the blue CAGE code

6

Click “Ok”. Your CAGE code and company name should appear next to the “Select Organization” button

7

For the best results, leave the drop down menus blank. Click “Search”



A list of all individuals associated with your CAGE that were not properly terminated will now be listed

- If the individual should be listed in your PSM Net, In-Process and Indoctrinate
- If the individual should not be listed in your PSM Net, Click “Add” to add “orphans” one at a time to your PSM net to Out-Process

Correcting Issues

1

Click the “Select Person”

2

Enter SSN of the person you wish to remove

3

Click “Display Maintain Person” radio button. A new field will be added; SSN is the only required field

4

Click “Display” once the screen refreshes

5

Select your CAGE code from drop down menu.
Enter separation date and proper code from drop down next to “Separation Code”

6

Click “Save”. **Click** on “Person Summary”.

7

Scroll down, **click** “In/Out Process”. **Enter** Out Process date and code in this screen.
Check box to remove Owning relationship
***Enter current date*

8

Click “Save”. An Out Process date should appear in the “Person Category Information” section of the “Person Summary”

9

Click “Cancel”. Subject has now been removed from PSM Net

Frequently Asked Questions

RE: DQI 68982 Criteria 1

- Q Why would the “facilities” office be contacted to change the personnel record? It is my understanding that we should contact DMDC for JPAS account or if we already have a primary, they would establish the JPAS account.
- a *All facilities should have a secondary account manager if possible, if not, facilities clearance branch can take a relationship to the record for any FSO record management.*
- Q If a facility is managing records for an individual that has not been briefed but is retaining ownership, will this DQI cause said individuals to be separated and have an LOJ posted to their record if the PR is overdue? How will that work with CAC?
- a *If there is an owning/servicing relationship, no changes will be made to the record on this DQI, regardless of Access.*
- Q What happened to the draft ISL about Break in Service / Break in Access? Do we put a separation date and remove ownership for those on Leave of Absence?
- a *After further consideration and review, DMDC will allow the eligibility to remain in the system until 24 months from the latest separation date. At that point, the record will archive.*



To return to Criteria 1, click the icon to the left

Frequently Asked Questions

RE: DQI 68982 Criteria 2

- Q What is the significance of the numbers provided on the slide? Does it mean “when the separation date is added, this will be the impact/total numbers of records that will get archived?”
- a *Correct, the numbers listed represent the 128,098 records that will be archived based on not being owned/serviced or managed in the last 24 months.*
- Q On the 12,312 if the person has a “Separation” date and you are loading the LOJ because the PR is overdue; this will have a huge impact on industry if this DQI occurs. Are you basing it on the investigation type, investigation date, previous access, or all of the above?
- a *After further consideration and review, DMDC will allow the eligibility to remain in the system until 24 months from the latest separation date. At that point, the record will archive.*



To return to Criteria 2, click the icon to the left

Contact Us

DSS is here for you! Please utilize the contact information to your right to address pertinent questions related to this topic.

As previously stated, DQI 68982 will run in January 2014. Please take this time to clean up any ghost/orphan records that may exist in your PSM Net.

Should you have any questions as you maneuver through this process, please contact your Industrial Security Representative. For additional assistance, please also feel free to contact any of the following:

DMDC Contact Center
(800) 467-5526

dmdc.contactcenter@mail.mil

DoD Security Services Center
(888) 282-7682

call.center@dsshelp.org

