

August 27, 2013

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# AskPSMO-I Webinar

Guest Presenter

Nick Levasseur

Host

Zaakia Bailey

# Topics

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- Main Topic
  - Proper Use of PKI-Certificates with a JPAS Account
- Current Trends
  - Updated PSMO-I Website
  - SF-312 Submissions
  - Suspension of TS PRs for Industry
  - eFP
- Webinar Schedule
- Q&A Session

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# Proper Use of PKI-Certificates with a JPAS Account

# PKI-Certificates Use with JPAS Accounts

## Problem

JPAS users are sharing their credentials and accounts with other unauthorized individuals.



## Consequence

- Permanent loss of JPAS access. In addition,
- A misuse of technology incident is added to both the JPAS account holders record and the individual who shared the credential
  - ECA issuing company is notified for revoke of credential
  - CORs are notified



## Recommended Action

Ensure everyone has their own credential and accounts.



## DMDC Guidance

JPAS users must use their own PKI certificate to access their JPAS account. This is clearly stated in the Account Manager Policy, on the "I agree" consent page clicked by every JPAS user each time they access the application, and throughout the DMDC JPAS website.

For more information on JPAS/PKI related matters, click [here](#)

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# New PSMO-I Website



# New PSMO-I Website

- Visit the new [PSMO-I Website](#)

## INDUSTRIAL CLEARANCES

[Industrial Personnel Security Clearance Process](#)

[Applying](#)

[Periodic Reinvestigations](#)

[Eligibility Determinations](#)

[Maintaining a Clearance](#)

[Reciprocity of Clearances](#)

[Interim Clearances](#)

[FAQs](#)

[PSMO-I News](#)

[References](#)

[PSMO-I Webinars & Toolkits](#)

[Contact PSMO-I](#)

[Home](#) + Personnel Security Management for Industry

## Personnel Security Management Office for Industry (PSMO-I)

PSMO-I furnishes National Industrial Security Program forms pertaining to personnel security clearances to authorized requestors, i.e., DSS Regional offices, User Agencies, and contractors that have a facility security clearance.

To request a specific form, email [occ.rqst.forms@dss.mil](mailto:occ.rqst.forms@dss.mil). For the request to be fulfilled, required information includes complete company name and mailing address; CAGE code; the specific form being requested; and form quantity.

Please allow two weeks for delivery of fingerprint cards (FD 258).

- [PSMO-I Mission](#)
- [Organization Chart](#)
- [Notice to Contractors Regarding Retention of Standard Forms 86](#)

## News

08/15/2013

Sign up for the upcoming AskPSMO-I webinar.

07/30/2013

New PSMO-I Trifold 2013 posted

06/18/2013

Electronic Fingerprint Implementation Guide 

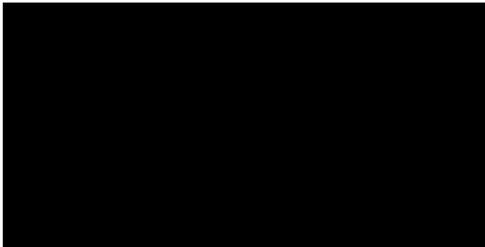
## Most Requested Links

The following links go directly to the most commonly requested and visited portions of the DSS website.

- [JPAS](#)
- [STEPP \(formerly ENROL\)](#)
- [ISFD](#)
- [e-QIP \(replaced EPSQ\)](#)
- [NISPOM !\[\]\(9e3bea2716438248bbf76ec959a0595e\_img.jpg\)](#)
- [CDSE Course Catalog](#)
- [Derivative Classification](#)
- [Self Inspection Handbook for NISP Contractors !\[\]\(c4ff9c150c4edd962c10b83539110fb1\_img.jpg\)](#)
- [Facility Clearance Checklist](#)
- [Fingerprint Cards](#)

[Home](#) + [PSMO-I](#) + [Webinars & Toolkits](#)

## PSMO-I Webinars



### What are PSMO-I webinars?

A series of live web events to address topics and issues of interest to defense security professionals

### Who can attend PSMO-I webinars?

All AskPSMO-I webinars are open to anyone with an interest in DoD-related personnel security issues and concerns. Sign up for the webinar you are interested in to receive an invite with access information. Please note: webinar sign up will close 24 hours prior to the event.

### Next Webinar

Topic: Proper Use of PKI-Certificates with a JPAS Account  
August 27, 2013  
1:30PM EST

Register for the upcoming webinar at [link](#)

Access the webinar by clicking [here](#)

### Access Webinars

Access security training in a variety of formats:

- [PSMO-I Webinars](#)
- [CDSE Security Training](#)

### View Other Security Resources & Job Aids

View our repository of security awareness resources:

- [Archived PSMO-I Webinars and Documents](#)
- [CDSE Job Aids](#)

### Help/FAQs

- For technical issues please contact [askPSMO-I@dss.mil](mailto:askPSMO-I@dss.mil)
- Accessing [Webinars on Defense Connect Online](#)

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# SF-312 Submissions



# SF-312 Submission

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- To access the new form click [here](#). The form should be faxed or mailed:

## Fax



301-833-3942  
ATTN: [SF-312](#)  
*Attach cover letter with  
following information*

## SF-312 Cover Letter Contents

- FSO Name
- FSO Phone Number
- FSO Fax Number
- FSO Email Address
- Subject Name
- Subject SSN

## Mail



PSMO-I  
600 10th Street  
Suite 160  
Fort Meade, MD 20755-5136

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# Suspension of TS PRs for Industry



# Suspension of TS PRs for Industry

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- After carefully monitoring and managing industry submissions for initial clearance and reinvestigation requests, DSS has determined that sufficient funding is now available to resume processing deferred Top Secret PRs effective Aug. 28, 2013, for the remainder of the fiscal year. DSS will continue to closely monitor the program's expenditures and will determine if any further actions are necessary.

*This guidance is subject to change. For up to date information visit the [DSS website](#).*

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# eFingerprinting



# eFP Options at a Glance

## eFingerprint Mandate

DoD must submit **all** fingerprints electronically by **December 2013**.

### eFP Option 1

#### SCENARIO

- Company purchase eFP capture/hardcopy scanners to submit fingerprints electronically to SWFT
- Refer to the FBI-certified product located on the

### eFP Option 2

#### SCENARIO

- Multiple companies share the cost of purchasing eFP capture/hardcopy scan devices
- If Company A submits on behalf of Company B, that owning/servicing Facility Security Officer (FSO) does not have to be involved in the actual submission of the fingerprints to SWFT

### eFP Option 3

#### SCENARIO

- Allows cleared companies to provide service to other companies in submitting eFPs to SWFT
- Companies may use their CAGE Code to submit fingerprint files on behalf of other companies
- Multi-Company CAGE Uploader: Cleared companies interested in submitting on behalf of other companies should refer to the SWFT Access, Registration, and Testing Procedures

#### NOTE

- Companies are strongly encouraged to enter into a service level agreement to address handling/protection of PII data

### eFP Option 4

#### SCENARIO

- Vendor that is an FBI approved channeler collects eFPs, saves file in the required format per SWFT, OPM and FBI standards
- Owning/servicing FSO uploads file to SWFT

#### NOTE

- Vendor must confirm equipment has been registered w/ SWFT prior to processing NISP applicants
- DSS does not endorse a particular product or service
- Companies are strongly encouraged to enter into a service level agreement to address handling/protection of PII data

### eFP Option 5

#### SCENARIO

- Industry partners with military services and OGAs in the NISP for eFP submissions

#### NOTE

- DSS SOI/SON and IPAC are necessary when using this option

### Note

When submitting eFPs use:

SOI: DD03  
SON: 346W  
IPAC: DSS-IND

## Useful Links

### Frequently Used Websites

- [PSMO-I Webinars & Toolkits](#)
- [DoD Security Services \(Call\) Center](#)
- [FBI Certified Products List](#)
- [FBI Approved Channelers](#)
- [DMDC-SWFT Homepage](#)

## Industry Partner Contacts

### Email Contacts

⇒ PSMO-I

[AskPSMO-I@dss.mil](mailto:AskPSMO-I@dss.mil)

⇒ DoD Security Services (Call) Center [call.center@dsshhelp.org](mailto:call.center@dsshhelp.org)

⇒ DMDC Contact Center

[dmdc.contactcenter@mail.mil](mailto:dmdc.contactcenter@mail.mil)

⇒ DMDC-SWFT

[dmdc.swft@mail.mil](mailto:dmdc.swft@mail.mil)

Note: Hyperlinks only work in "Slideshow View". Click Shift+F5

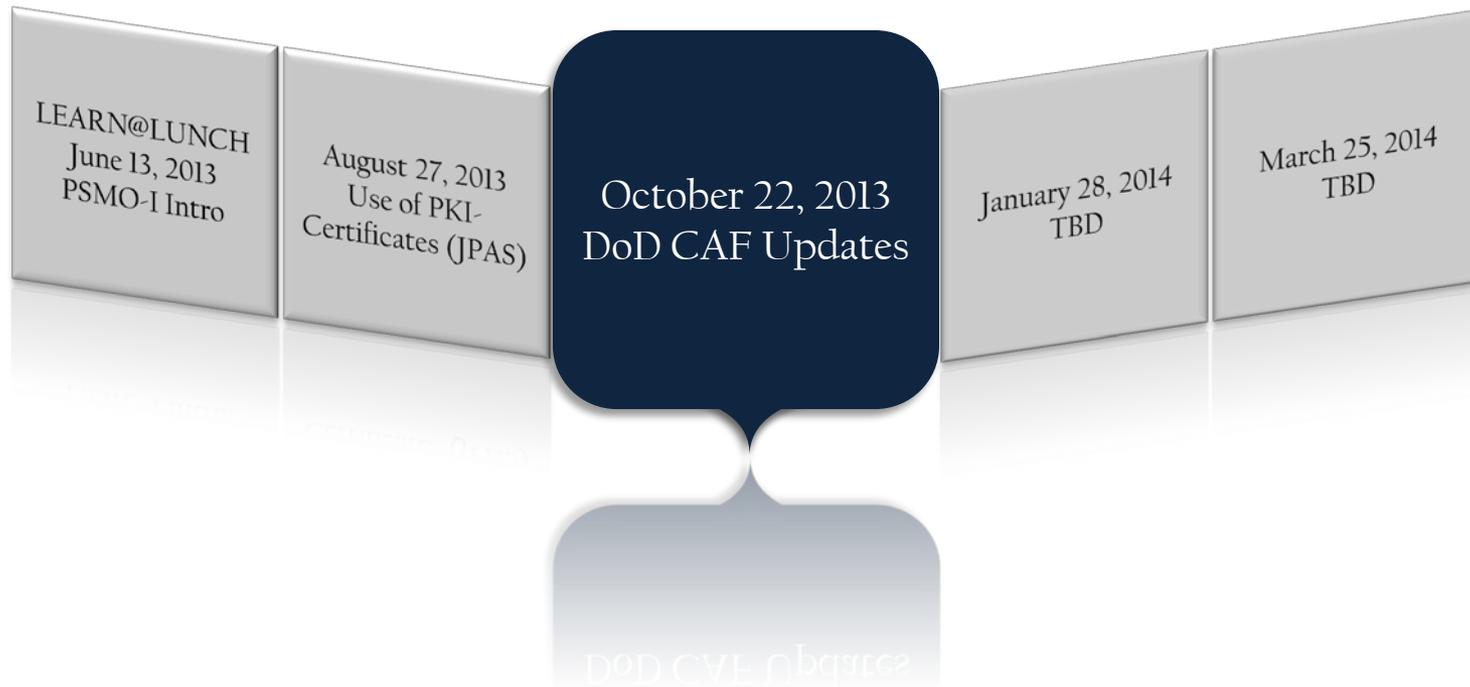
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# Administrative Remarks



# AskPSMO-I Webinar Schedule

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**Audience:** Industry  
**Time:** 1:30PM EST  
**Subject:** DoD CAF Updates  
**Host:** DoD CAF Representative (TBD)

# Q&A: JPAS

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Q: When will JPAS allow for Industry to upload SF312s versus mailing or faxing them in? Are there any plans, in the works for an option to upload?

A: JPAS will not be used as a system of storage for SF312s.

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Q: Will the JPAS Reports begin showing the DOD EDI PN (especially on the complete personnel reports?)

A: The DoD EDIPN is not for report use and will not be added.

# Q&A: TS PR

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Q: For critical SCI position, does this require specific (written) approval from the COR before we can submit for a TS/SCI PR??

A: No, written approval is not required. The FSO may submit if they are aware of the subject's requirements for the contract. The Special Handling Instructions in JPAS should reflect that subject requires the PR for an SCI requirement.

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Q: If a TS-PR was submitted right as the suspension took place...when the suspension is rescinded, will the PR pick up from my initial submittal, or will I need to begin the process all over again?.

A: If the investigation was stopped and is still available in JPAS, an RRU will be acceptable to "resume" the request. If the investigation time lapsed and it is no longer available in JPAS, the investigation will have to be re-initiated.

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Q: I recently received a report of one of my employees that is due for a TS PR. Therefore, I was puzzled as to why this individual showed up on the report since these PRs had been suspended.

A: The report is based on time frames within the JPAS system. The PR suspension did not change the parameters of the JPAS reports.

# Q&A: TS PR

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Q: Is it possible that the PR suspension may be extended past 30 September?

A: Guidance related to the PR suspension will be posted to the DSS website as soon as any decisions are made.

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Q: Regarding the exceptions to PR suspensions, if a subject is SCI eligible in JPAS, needs SCI Access to support an Army Intelligence program, but has yet to be read on due to logistics. Can we submit them for a PPR? Do they meet the exception criteria?

A: If they have a requirement to obtain a PR to meet SCI criteria, they meet the exception criteria.

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Q: When we submit PR's are we still doing 30 days out from the due date??

A: The 30 day rule is still applicable to all submissions regardless of the PR suspension.

# Q&A: eFP/SWFT



Q: Is there a standing list available with the contact information of vendors that are offering the SWFT equipment for purchase, so we can compare prices?

A: At this time, DSS recommends that you visit the [FBI Product List](#) and [FBI Approved Channeler List](#) to get an idea of costs associated with gaining compliance. You can also send an email to the [SWFT PMO](#) if you have specific questions about a particular vendor working with SWFT.



Q: Can I get a SWFT account before I sign up with a sharing company?

A: Yes. A SWFT account is free and recommended for all FSOs as they move forward with eFP submission. There is no penalty for getting a SWFT account if you later elect Option 3, for example, and have another company submitting prints to SWFT on your behalf. Bottom line: it's a win-win!



Q: Our company hires many contractors who work all over the US and we are a remote office. What options are there for this situation in regards to electronic fingerprinting?

A: Option 4 would be the best scenario in this particular instance, as it allows the FSO the opportunity to send subjects to remote locations/service providers to have their prints captured and processed on the back end. With Option 4, you may also find that vendors will allow you or the subject to mail in their FD-258 cards for conversion to an electronic fingerprint file. Both of these scenarios have costs associated with these services.

# Q&A: eFP/SWFT con't



Q: Please define Industry Site Administrator and Industry User in SWFT?

A: Site Administrator creates and manages the “regular” User accounts. The Site Administrator can also perform all SWFT functions as the “regular” User. See the SWFT User Guide or SWFT Account Manager Guide for details.

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Q: How do we process e-fingerprints for smaller companies, so their records will reflect the proper CAGE Code?

A: The “Multiple-Company Uploader” role allows you to provide the appropriate CAGE Code online at the time of the eFP submission. See the SWFT User Guide for details.

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Q: During the webinar, I saw "Multiple-Company Uploader" option mentioned several times during the webinar, but can't find it anywhere on the SAR form. Where is that option?

A: New PSSAR Form contains a check box for the “Mult. Company Uploader” option.

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Q: During the webinar, you stated that fingerprints will be populated into JPAS and you can go into JPAS to check they are there? Where is this posted in JPAS?

A: To clarify, fingerprints **will not** be populated in JPAS, however, the fingerprint results will be noted in the "SII" section of JPAS in the form of a complete "SAC".

# Attachments

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- In addition this presentation, you should have received the following:
  - FSO JPAS Certificates Usage Webinar Certificate of Completion
- NLT than 10 September 2013, the following will be posted to the [PSMO-I Archived PSMO-I Webinar & Documents](#) website for further review and download:
  - AskPSMO-I Proper Use of JPAS Certificates Webinar Slides w/ FAQ (.pdf)
  - Proper Use of JPAS Certificates Webinar Certificate of Completion
  - Webinar Teleconference Recording (.mp3)