

Instructions for Modifying the Joint Personnel Adjudication System (JPAS) to Identify Assurance, Consultant, Contractor and Key Management Personnel (KMP)

National Industrial Security Program Operating Manual (NISPOM) paragraph 2-200b states, “When the CSA [Cognizant Security Agency] has designated a database as the system of record for contractor eligibility and access, the contractor shall be responsible for annotating and maintaining the accuracy of their employees’ access records.” The Department of Defense, acting as a CSA, has designated the Joint Personnel Adjudication System (JPAS) as the DoD system of record for contractor eligibility and access.

A key element to maintaining JPAS records includes ensuring the Category Classification accurately indicates the role of Assurance (rarely used), Consultant, Contractor or Key Management Personnel (KMP). The Security Management Office (SMO) should modify JPAS upon change in a person’s role and conduct periodic review of JPAS to ensure Category Classification is accurate. The following steps can be taken to add or modify the employee role in JPAS:

1. Click on JPAS “Select Person” (left menu)



2. Enter the person’s SSN.
3. Click the “Display Maintain Person” radio button.
4. Click the “Display” button.

*SSN:

Last Name:

First Name:

Middle Name:

Date of Birth:

Display Person Summary:

Display abbrev. Person Summary with VISIT Info:

Display Maintain Person:

Display SII:


5. Select the appropriate Person Category (if multiple exist)

Available Category Types: Civilian (Temporary, Seasonal Co-Op) ▼

Person Category: Industry (Contractor) ▼ Position:

Category: Contractor ▼
Classification: (Required for Industry Categories only)

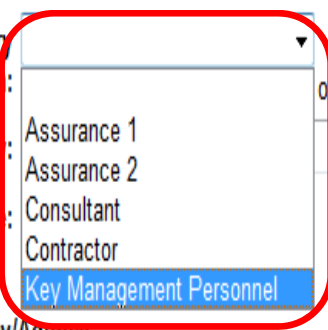
Service/Agency: DoD Contractor Companies ▼

Separation Date: 2003 02 12  Separation Code: Facility Termination ▼

6. In the “Category Classification” pull-down menu, select Assurance 1 or 2 (rarely used) Consultant, Contractor or Key Management Personnel

Available Category Types: Civilian (Temporary, Seasonal Co-Op) ▼

Person Category: Industry (Contractor) ▼ Position:

Category Classification:  (Required for Industry Categories only)

Service/Agency: ▼

Separation Date: Separation Code: Facility Termination ▼

Organization/Company/Agency

7. Click “Save”

Organization/Company/Agency

Name: N/A
Location: N/A
Status: N/A

[Person Summary](#)

