

**Updated / Restated Guidance to Facility Security Officers on How to
Identify the Government Customer When Requesting an Investigation for a
Personnel Security Clearance (PCL) in JPAS
(SEPTEMBER 2007)**

The Defense Security Service (DSS) requests your immediate assistance in assuring that all of your requests for personnel security investigations (PSIs) in the Joint Personnel Adjudication System (JPAS) include:

- the contract number and,
- the identification of the government customer requiring the personnel security clearance (PCL) in accordance with the identification table below.

In October 2006, DSS provided guidance to Facility Security Officers (FSOs) on how to identify the government customer in the contract number field when requesting PSIs to allow DSS to identify the actual sources of investigative clearance requirements. We thank those who followed this guidance.

However, based on DSS' analysis, many FSOs are not adhering to the requested format and abbreviations in the contract number field. In a number of instances:

- contract number is present without the government agency's name identified prior to that number, or,
- the government agency abbreviation does not conform with the abbreviation on the table below, or
- the contract number is completely invalid, or,
- the data in the field reflects "various" or "multiple" instead of providing the primary government contract or government customer that supports the PCL investigative requirement.

Accurate data entry of the source of the investigative requirement for a clearance is essential to DSS' capability to effectively manage and validate industry's PSI submissions with the government customers.

We have restated / updated the guidance here for your ease of reference and immediate implementation.

**HOW TO IDENTIFY THE GOVERNMENT SOURCE OF THE INVESTIGATIVE
REQUIREMENT FOR CLEARED CONTRACTORS IN JPAS**

When preparing a request for an initial personnel security clearance or periodic reinvestigation (PR) in JPAS, the facility security officer (FSO) or designee is prompted to enter the contract number which justifies the initiation or continuation of the personnel security clearance in question. Although contract numbers identify the contracting activity, they often mask the identity of the actual government customer. For example, an Army activity might be the source of a task order on a GSA contract.

Therefore, effective immediately, DSS requests that you identify the government customer using the government agency abbreviations from the table below, followed by the contract number. If your government customer directs you to enter different information in the contract number field in JPAS, advise your Industrial Security Representative that you have such specific direction.

In addition:

- when requesting an investigation for SCI access, include “SCI” between the name of the Government customer and the contract number
- when requesting an investigation for a Special Access Program (SAP), include “SAP” between the name of the Government customer and the contract number
- If the actual contract number is classified, enter the word "classified" in place of the contract number.
- If both the contract number and the identification of the government customer are classified, enter only the word “classified” in the contractor number field.
- Investigations for key management personnel of an already cleared company should reflect the contractor’s primary classified contract and associated government customer.
- For a company in process for a facility clearance, the key management personnel clearances should reflect the government customer sponsoring the company’s facility clearance and the associated contract.

Examples are provided as follows (include both the Government customer abbreviation in conformance with the table below as well as the contract number):

NAVY: N00019-06-D-0014
 AIR FORCE: F00123-05-D-1234
 ARMY: SCI: DA1234-05-D-7819

TABLE OF GOVERNMENT AGENCIES		
ABBREVIATION	AGENCY NAME	COMMENTS
DOD Activities		
AIR FORCE	Department of the Air Force	Includes all subordinate elements
ARMY	Department of the Army	Includes all subordinate elements
DARPA	Defense Advanced Research Projects Agency	
DCAA	Defense Contract Audit Agency	
DCMA	Defense Contract Management	

	Agency	
DIA	Defense Intelligence Agency	
DISA	Defense Information Systems Agency	
DLA	Defense Logistics Agency	
DSCA	Defense Security Cooperation Agency	
DTRA	Defense Threat Reduction Agency	
MDA	Missile Defense Agency	
NAVY	Department of the Navy	Includes all subordinate elements—except the Marine Corps (see below)
NGA	National Geospatial-Intelligence Agency	
NSA	National Security Agency	
OSD	Office of the Secretary of Defense	
USMC	United States Marine Corps	
OTHER DOD		All other DoD activities

ABBREVIATION	AGENCY NAME	COMMENTS
Non-DOD Activities		
DOC	Department of Commerce	Includes all subordinate elements
DOT	Department of Transportation	
DHS	Department of Homeland Security	Includes all subordinate elements—including Coast Guard, Customs & Border Protection, FEMA
ED	Department of Education	
EPA	Environmental Protection Agency	
FCC	Federal Communications Commission	
FedReserve	Federal Reserve System	
FOREIGN GOVT	Foreign Government	Includes all foreign governments plus NATO activities
GAO	Government Accountability Office	
GSA	General Services Administration	
HHS	Department of Health and Human Services	
INTERIOR	Department of Interior	
JUSTICE	Department of Justice	Includes FBI

LABOR	Department of Labor	
NASA	National Aeronautics and Space Administration	
NRC	Nuclear Regulatory Commission	
NSF	National Science Foundation	
SBA	Small Business Administration	
STATE	Department of State	
TREAS	Department of the Treasury	
USAID	United States Agency for International Development	
USDA	Department of Agriculture	
USITC	United States International Trade Commission	
USTR	United States Trade Representative	
OTHER NON-DOD		