Security Clearance General Requirements
Person Summary Checklist
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Granting Non-SCI Clearances
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Security Clearance
General Requirements

Midshipman Summer Cruises 2008
Minimum Required Clearance

• To go underway on a submarine, at least an Interim SECRET clearance is required.
• In the case of midshipmen, it is the responsibility of the parent command (the midshipman’s NROTC unit or USNA) to ensure their midshipmen have the proper clearance in order to perform the required summer training.
Midshipmen Clearance Responsibility

- Total responsibility for obtaining midshipmen security clearances resides with the midshipman’s parent NROTC unit or USNA.
- Midshipmen who arrive without a proper security clearance will not embark on submarines.
- These requirements apply to submarine cruises and CORTRAMID.
Clearance Requirements

- The Joint Personnel Adjudication System (JPAS) is the system of record for personnel clearances in the Department of Defense.
- All clearance information for a person visiting a command where they will require access to classified material must be sent via JPAS to the visited command.
Clearance Requirements

• In order to be cleared for access to classified material, a person must have:
  – A completed investigation with determined eligibility for the desired clearance.
  – Signed/Executed SF-312 Nondisclosure Agreement.
  – Access to the desired level of classification granted.

• OR
  – Signed/Executed SF-312 Nondisclosure Agreement.
  – An interim clearance of the desired level granted.

• All of the above-listed requirements must be entered into JPAS in order to be valid.
Determining Clearance

- The JPAS Person Summary page will be used to verify midshipmen clearances.

- The information displayed will vary based on the level of access of the person who logs on to JPAS, but the data required for summer cruise clearances should be visible at all levels.
Determining Clearance: Category

- All personnel in JPAS are assigned one or more categories under which they are or may be granted clearance. The proper category must be displayed in the drop-down box at the top in order to display the proper data.

- Most personnel have multiple categories available. Clearance data taken from the wrong category is **NOT VALID**.

- NROTC and Merchant Marine Academy midshipmen must have the “ROTC (USN)” category displayed.

- USNA midshipmen must have the “Academy (USN)” category displayed.
Determining Clearance: Ownership

- The person must have an “owning” command indicated in the Person Category Information area.
- The owning command is who grants interim or final clearance. If this is blank when the proper category is selected or does not match the school from which the midshipman was sent, the midshipman does not have the proper clearance.
- This block will indicate whether a midshipman is supposed to have their clearance under the “ROTC (USN)” or “Academy (USN)” category.
Determining Clearance: Eligibility

Eligibility is represented in the Person Category area as “Eligibility: Secret, [yyyy] [mm] [dd]…” 

-OR-

In some views, the statement “…determined Eligibility of Secret on [yyyy] [mm] [dd]…” should be in the Adjudication Summary area.
Determining Clearance: Eligibility

- Eligibility means the investigation is complete and has been adjudicated.
- This is not required for an interim clearance.
- Eligibility alone does not constitute a clearance. Access must be granted before a person is cleared.
If a midshipman has been granted an interim clearance, this should show up in two places:

- The “Interim:” block in the Person Category Information area should say “Interim Secret, [yyyy] [mm] [dd]”
- “Interim Secret” access (discussed in the next slide) will be displayed in the table in the Accesses area.
Determining Clearance: Access

- Access is displayed in the table in the Accesses area.
- To have a final SECRET clearance, the box in the proper category row of the “US Access” column must contain “Secret.”
- To have an interim SECRET clearance, the box in the proper category row of the “US Access” column must contain “Interim Secret.”
- Midshipmen participating in submarine cruises should also be granted “Rest[icted] Data” access to NNPI (“Nuclear”) in the proper category.
Person Summary Checklist
Person Summary Checklist

- Person Summary – “ROTC (USN)"
- NdA – “Yes”
- Organization – NROTC Unit with UIC
- Accesses
  - US “Secret”
  - Nuclear “Rest Data”
- Adjudication Summary – “Eligibility of Secret on (Date)” or Interim Secret on (Date)
JPAS Person Summary
Examples
Examples: 1

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?
Examples: 1

- Midshipmen is from VMI NROTC.
- Access: None
- Proper Clearance: NO
Examples: 2

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?
Examples: 2

- Midshipmen is from VMI NROTC.

- Category: Reserve – Enlisted (USN)

- Proper Clearance: NO
Examples: 3

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?
Examples: 3

- Midshipmen is from VMI NROTC.
- Category: Academy (USN)
- Proper Clearance: NOT SHOWN

<table>
<thead>
<tr>
<th>Person Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNOTCLEAR, EDWARD RICHARD</td>
</tr>
<tr>
<td>Date of Birth: 1987 07 02</td>
</tr>
<tr>
<td>Marital Status: N/A</td>
</tr>
<tr>
<td>Place of Birth: Iowa</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accesses</th>
<th>Category</th>
<th>US Access</th>
<th>Nuclear</th>
<th>PSP</th>
<th>Suitability and Trustworthiness</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROTC (USN)</td>
<td>Secret</td>
<td>Rest Data</td>
<td>No</td>
<td>IT: N/A</td>
<td>No</td>
</tr>
<tr>
<td>Academy (USN)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>IT: N/A</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person Category Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Classification: N/A</td>
</tr>
<tr>
<td>Organization: 63216, NROTC VIRGINIA MILITARY INSTITUTE, COMMANDING OFFICER, LEXINGTON, VA, 65211-4099</td>
</tr>
<tr>
<td>Separation Status: N/A</td>
</tr>
<tr>
<td>Interim: N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investigation Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSBI from OPM, Opened: 2004 11 02 Closed 2005 10 19</td>
</tr>
<tr>
<td>NAC from OPM, Opened: Closed 2004 11 25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjudication Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSI Adjudication of NAC, OPM, Opened 2005 08 30, Closed 2005 08 12, determined Eligibility of Secret on 2005 08 25 DoNACAF</td>
</tr>
</tbody>
</table>
Examples: 4

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?
Examples: 4

- Midshipmen is from VMI NROTC.
- Ownership: N/A
- Proper Clearance: NO
Examples: 5

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?
Examples: 5

- Midshipmen is from VMI NROTC.
- Access: None
- Proper Clearance: NO
Examples: 6

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?
Examples: 6

- Midshipmen is from VMI NROTC.
- Ownership: USNA
- Proper Clearance: NO
### Examples: 7

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?
Examples: 7

• Midshipmen is from VMI NROTC.

• Access: Secret only

• Proper Clearance: NO
**Examples: 8**

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?
- Midshipmen is from VMI NROTC.
- Category: ROTC (USN)
- Ownership: VMI
- Eligibility: Secret
- Interim: N/A
- Access: Secret, NNPI
- Proper Clearance: YES
Examples: 9

- Midshipmen is from VMI NROTC.
- Does this midshipman have the required security clearance to go on a submarine cruise?
Midshipmen is from VMI NROTC.

- Category: ROTC (USN)
- Ownership: VMI
- Eligibility: N/A
- Interim: Interim Secret
- Access: Interim Secret, NNPI

Proper Clearance: YES
Granting Non-SCI Clearances:

US Secret Access
and
Nuclear Restricted Data Access
Retrieve Person Summary

• Enter SSN
• Click “Display”
Select ROTC (USN) from “Category”

- Several options may be available
- If ROTC is not available, …
• **Click**

**IN/OUT**

**PROCESS**

**blue link**
Verify your SMO selected

- If not, then select your SMO
- Enter “In Date”
- Select “Servicing” Relationship
View IN/OUT Active Relationships

- Wait for the screen to update
- Verify your SMO is in “View/Modify Active Relationships”
- Click CANCEL to return to Home screen
Indoctrinate Non-SCI blue link now appears in the ROTC(USN) row, Click it.
US Tab

- Click the US Tab
- Enter DATE in “Secret”
- Click SAVE
- Verify Update
- Click CANCEL to return to Home screen
- NOTE: This shows an UPDATED screen
Click the Nuclear Tab

Enter DATE in “Restricted Data”

Click SAVE

Verify Update

Click CANCEL to return to Home screen
Last Verification

- On Home screen, US Access and Nuclear updated with "Secret" and "Rest Data" in ROTC(USN) row
Common Problems
Eligibility Not Granted

- Investigation must be submitted to OPM
- Interim secret clearance can be issued by the PNS if investigation not adjudicated
  - Investigated must be submitted
- Review interim clearance requirements in DoN Personal Security Manual section 9-4
- Update JPAS to reflect interim clearance
Non Disclosure Agreement

• If the “NdA” field lists “No”, in process the MIDN
  – Select the NdA link at the top of the Person Summary
  – Enter the date that the NdA was signed

• Signed copies should be submitted to:

  COMNAVPERSCOM
  PERS-312C
  5720 Integrity Dr.
  Millington, TN 38055-3102
Cannot Indoctrinate

- **Check Separation Date**
  
  - If a date is entered in the past, it must be removed by emailing CNO Security Manager Help Desk at:

    N09N2_24E@navy.mil

  - Include in the email:
    - Name
    - SSN
    - Request to have the separation date removed from the ROTC (USN) person category

- If the separation date is blank/correct contact NSTC OD-1 for problems with indoctrination
Incorrect Person Category

- If the “ROTC (USN)” Person Category is not available email CNO Security Manager Help Desk at:

  N09N2_24E@navy.mil

- Include in the email
  - Name
  - SSN
  - Describe the action that you want taken (added “ROTC (USN)” Person Category)
Points of Contact
Contacts

- NSTC OD12 – LT Jason Whiteman
  - (850) 452-4050
  - jason.whiteman@navy.mil

- NSTC Security Manager – Mr. Mike Prelich
  - (847) 688-7828
  - michael.prelich@navy.mil