

Electronic Submission of Signature Pages

**Joint Personnel Adjudication System
Defense Manpower Data Center (DMDC)**



Serving Those Who Serve Our Country



Agenda

- Overview
- Uploading Personnel Security Investigation (PSI) Signature Pages
- Screen Shot Reviews
- Transition Tips



PSI Signature Pages: Overview

- The PSI Signature Phase automation feature allows DoD, Industry security professionals, and investigation applicants the ability to send Person Security Questionnaire/SF 86 (PSQ) signature pages to JPAS
- PSQ Signature Pages must be received in JPAS in order to complete the review process, approve or submit to DISCO for approval (Industry)
- Scan & Upload method is used to provide signature pages in JPAS

**All PSIs initiated and/or revised must follow this process*



PSI Signature Pages: Overview

- PSQ Signature Page documents are:
 - Certification of SF 86
 - Authorization for Release of Information
 - Release of Medical Information
 - Required if subject answers “yes” to Question 21

- Documents must be associated with an investigation request before:
 - DoD security professionals can approve PSQs and forward requests to OPM
 - Industry security professionals can submit investigation request to DISCO
 - DISCO can approve and submit investigation requests to OPM



PSI Signature Pages: Overview

- Signature Pages can be viewed and replaced in JPAS
- Status History of signature documents is displayed in JPAS for documents currently associated with an investigation request, including:
 - Upload method
 - Results (success or failure)
 - Date and time
- Investigation Status Notification is re-displayed when signature pages are received



PSI Signature Pages: Upload

- JCAVS user can browse and select a document from a local or network drive to upload
- User identifies type of document and appropriate investigation request from JPAS selection to upload
- Documents are associated with investigation request in real-time and can be replaced if errors occur

**All uploaded documents must be in.pdf format and cannot be larger than 1 MB*



PSI Signature Pages: Upload

- Possible Upload errors
 - e-QIP Unavailable
 - Identified to JPAS and displayed to JPAS user
 - Check application announcements for planned outage and try again later
 - e-QIP Validation Error
 - Identified by e-QIP and displayed to JPAS user
 - Contact DSS Helpdesk
 - Incorrect Document Uploaded
 - Identified by user
 - View document to verify, then replace with new upload

**All documents that have errors must be replaced prior to submitting to DISCO for approval*



Investigation Request Documents Ready for Review / No Documents

? Investigation Request Documents

DOE, JOHN

SSN:

Grade: N/A

Category: Industry (Contractor) 1U305-I

Active Request: NACLIC, Ready for Review PSQ on 2011 06 06 for Industry (Contractor) 1U305-I by EDSSUPRT2 - EDS JPAS SUPPORT OFFICE, Level 2, 202-404-2862, , Days Until Termination: 90

Document History

Document Type	Status	Date - Time
*SF86 Cert	Upload Received	2011 06 06 - 11:53:05

Document Upload

*Document Type:

*SF86 Cert

*File Location:

Note: When you scan a document, you must select document type and locate document from your computer. Ensure you have a naming schema which will clearly identify the appropriate document to be uploaded.



Add / Modify Investigation Request Documents Attached (DoD)

To Date: To Type:

Street Address/Unit/Duty Location:

City/Post Name:

State: Zip Code:

Country:

Point of Contact:

Contact Phone Number:

Reason:

Special Handling Instructions

Instructions:

Investigation Request Status History

Created by: EDSSUPRT2 - EDS JPAS SUPPORT OFFICE, Level 2
Documents: *Fair Credit Rpt *SF86 Cert *Info Release

Status	Date
Initiated PSI	2012 02 23
Ready for Review PSQ	2012 02 27

[View PSQ](#)

[View Blank Signature Pages](#)

[Documents](#)

Stop PSQ Review PSQ Revise PSQ

Note: For DOD Users the "Review PSQ" button will only be available when required documents are received.



Add / Modify Investigation Request Documents Attached (Industry)

Investigation Request Status History

Created By: EDSSUPRT2 - EDS IPAS SUPPORT OFFICE Level 2

Documents: *Fair Credit Rpt *SF86 Cert *Info Release Med Release

Status	Date
Pending PSI	2011 06 01
Initiated PSI	2011 06 02
Ready for Review PSQ	2011 06 06

[View PSQ](#)

[View Blank Signature Pages](#)

[Documents](#)

Stop PSQ **Submit to DISCO** Revise PSQ

Note: "Submit to DISCO" button will only be available when required documents are received.



Investigation Request Documents Ready for Review/Approval

? Investigation Request Documents

DOE, JOHN

SSN:

Grade: N/A

Category: Industry (Contractor) 1U305-I

Active Request: NACLC, Ready for Review PSQ on 2011 06 06 for Industry (Contractor) 1U305-I by EDSSUPRT2 - EDS JPAS SUPPORT OFFICE, Level 2, 202-404-2862, , Days Until Termination: 90

Document History

Document Type	Status	Date - Time
*Info Release	Upload Received	2011 06 06 - 11:56:03
Med Release	Upload Received	2011 06 06 - 11:55:25
*Fair Credit Rpt	Upload Received	2011 06 06 - 11:54:17
*SF86 Cert	Upload Received	2011 06 06 - 11:53:05

Document Upload

*Document Type:
*File Location:

Note: Documents are available for review until approved.



Investigation Request Status Notification (expanded) Error Message

? Investigation Request Status Notification

Records 1 - 14 of 14, Page 1 of 1

SSN	Name	Category	Type	Request Status	Status Date	Days Until Term.	Expand	Remove From Display	
XXX-XX-XXXX	DOE, JOHN	Civilian Employee	SSBI	Initiated PSI	2012 02 23	26	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Civilian Employee	SSBI	Initiated PSI (Stopped)	2012 02 23	26	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Civilian Employee	ANACI	Initiated PSI	2012 02 23	26	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	DoD Civilian/Reserve /National Guard	ANACI	Initiated PSI (Resumed)	2012 02 23	26	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Active Duty	NACLC	Initiated PSI (Stopped)	2012 02 23	26	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Industry	SSBI	Initiated PSI	2012 01 31	3	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Industry	NACLC	Initiated PSI (Stopped)	2012 02 21	24	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Industry	SSBI	Initiated PSI	2012 02 21	24	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Industry	SSBI	Terminated PSI	2012 02 27	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		Document Type	Received Date						
		Info Release	2012 02 27						
		SF86 Cert	2012 02 27						
XXX-XX-XXXX	DOE, JOHN	DoD Civilian/Reserve /National Guard	SSBI	Initiated PSI (Stopped)	2012 02 21	24	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Industry	SSBI	Initiated PSI (Resumed)	2012 02 22	25	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Industry	SSBI	Initiated PSI (Stopped)	2012 02 22	25	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	Active Duty	SSBI	Initiated PSI	2012 01 31	3	<input type="checkbox"/>	<input type="checkbox"/>	
XXX-XX-XXXX	DOE, JOHN	DoD Civilian/Reserve /National Guard	SSBI	Initiated PSI	2012 02 23	26	<input type="checkbox"/>	<input type="checkbox"/>	

Records 1 - 14 of 14, Page 1 of 1

Confirm

Cancel



Transition Tips

- Signature Pages for investigation requests prior to implementation of the JPAS automated signature page tool must be delivered directly to OPM
- A message is displayed on the JPAS screen when paper documents must be sent to OPM instead of using the JPAS automated signature page