

## Joint Verification System (JVS) Modifications

**Below is the JPAS Users' Checklist for all of the upcoming changes. Please continuously check the JPAS Welcome and DMDC JPAS Announcement screens for updates.**

- Name Correction
- SMO Email Address and Phone Number Updates

## 1. NAME:

In order for the person records to be properly migrated over to JVS, the JPAS team is asking that you review the company/service persons' names and update the records. The easiest way to find out if the Name (Last, First, Middle) does not meet the standards is to pull a JPAS report, import the data into Excel, and then perform a search on the Name fields for the invalid characters listed below. **You will need to work with your civilian/military Personnel Centers to get the record updated, as the Personnel Centers feed information to JPAS.**

The following characters are NOT allowed for last names:

1. [blank] or NULL value. You may have a space (blank) between letters in a last name, for example: De Long.
2. (NLN)
3. +
4. ....
5. any number 0-9
6. last names with O like Oscar please ensure it's an O not a 0 (zero)
7. SSNs are not considered last names
8. periods should not be in the last name (SMITH JR. or ST. GEORGE). Last name should be SMITH, suffix should appear as JR (without period) or last name ST GEORGE
9. suffix should be in the suffix field and not the last name field (SMITH (JR.)). Last name should be SMITH, Suffix should be JR
10. ( ) (parenthesis)
11. \_ (underscore)
12. " " (double quotes)
13. \*\* (asterisks)
14. ' (single quote/apostrophe) Note: Current policy does not allow apostrophes in JPAS. This guidance may change in the future to facilitate the transition to JVS

Characters that are allowed:

1. Alpha characters A – Z, a – z
2. Hyphens are allowed, for example: Johnson-Smith

## 2. SMO Phone Number and Email Addresses

### Phone Numbers:

Please ensure the SMO Phone is accurate. The SMO Phone Numbers, to include Fax and DSNs, should follow the format below:

- [1] Area code surrounded by ( )
- [2] Followed by a dash
- [3] First 3 numbers
- [4] Followed by a dash
- [5] Last 4 numbers

Examples:

- US Phone: (NNN)-NNN-NNNN, All numeric values
- DSN Phone: DSN-NNN-NNNN, First 3 characters as DSN followed by numeric values
- US Phone with Extension: (NNN)-NNN-NNNNXNNNN, Use "X" to identify the extension portion
- International Phone: +CCCC-NNNNNNNNNNNN, CCCC denotes the country code (Country codes can be 4 digit long and is all numeric), followed by numeric values for the phone number

### SMO Email Address

All email addresses in the SMO Email Address Field need to be updated without name, phone, rank, title, or extra wording. The preference is [name@company.com](#); [name@service.mil](#) separated by semicolons (;) and no other wording. This will help expedite the data migration from JPAS to JVS.