Electronic Submission of Signature Pages

Joint Personnel Adjudication System
Defense Manpower Data Center (DMDC)
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

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)

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: EDS.SURT2 - EDS, JPAS SUPPORT OFFICE, Level 2

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
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<tbody>
<tr>
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<tr>
<td>Initiated PSI</td>
<td>2011 06 02</td>
</tr>
<tr>
<td>Ready for Review PSQ</td>
<td>2011 06 06</td>
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Note: “Submit to DISCO” button will only be available when required documents are received.
Investigation Request Documents Ready for Review/Approval

In the Document History section, the following documents are listed with their respective statuses and dates:

- **Info Release**
  - Status: Upload Received
  - Date: 2011 06 06 - 11:56:03

- **Med Release**
  - Status: Upload Received
  - Date: 2011 06 06 - 11:55:25

- **Fair Credit Rpt**
  - Status: Upload Received
  - Date: 2011 06 06 - 11:54:17

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

Note: Documents are available for review until approved.
# Investigation Request Status Notification

(Expanded) Error Message

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<tr>
<th>SSN</th>
<th>Name</th>
<th>Category</th>
<th>Type</th>
<th>Request Status</th>
<th>Status Date</th>
<th>Days Until Term.</th>
<th>Expand</th>
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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