



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2  
1000 ARMY PENTAGON  
WASHINGTON, DC 20310-1000

DAMI-CDS

JUL 15 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Security Management Office (SMO) Contact Information in the Joint Personnel Adjudication System (JPAS)

1. Reference memorandum, OUSD(I), 10 June 2009, subject: Security Management Office Contact Information in the Joint Personnel Adjudication System (JPAS).
2. In accordance with the referenced memorandum, each Army Command (ACOM), Army Service Component Command (ASCC) and Direct Reporting Unit (DRU) will ensure that all SMO contact information in JPAS is updated by 31 December 2009 and kept current. This information is required in order to support future capabilities and will allow security officers to receive security clearance information without being logged into JPAS.
3. Request that commands provide a detailed justification regarding inability to meet this mandate or any resulting major concerns or issues associated with this requirement. Please provide this office with a consolidated response by 30 November 2009.
4. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Brenda Kendrick, at (703) 695-9605, [brenda.j.kendrick@us.army.mil](mailto:brenda.j.kendrick@us.army.mil).

Enclosure

  
PATRICIA P. STOKES  
Chief, Security Division  
Office of the Deputy Chief of Staff, G-2

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US ARMY CENTRAL CLEARANCE FACILITY



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
5000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-5000

JUN 10 2009

INTELLIGENCE

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF  
DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

Subject: Security Management Office Contact Information in the Joint Personnel  
Adjudication System (JPAS)

JPAS is the personnel security system of record for the Department of Defense. Within JPAS, each security office is represented by a Security Management Office (SMO), which operates at a specified level and can be connected to other SMOs in ways that reflect real world associations. We request you update all SMO contact information in JPAS by December 31, 2009. The SMO office name and other identifying characteristics (such as phone and fax numbers and email addresses) are necessary to help security managers, special security officers, and facility security officers locate and contact one another. Providing e-mail contact information is necessary to support future capabilities which will enable security officers to receive vital access and eligibility information without the need to be logged into JPAS.

When creating and maintaining SMOs in JPAS, account managers will ensure all contact information, to include e-mail addresses, is entered on the SMO Maintenance screen and is kept current. While account managers may enter the e-mail addresses for multiple points of contact in the e-mail text box within the SMO Maintenance screen, it is important to enter only e-mail addresses in this box (separated by commas) and not names or telephone numbers. My point of contact is Ms. Joy Assent at lajoya.assent@osd.mil or (703) 604-2772.

Laurence K. Burgess  
Deputy Under Secretary of Defense  
(HUMINT, Counterintelligence, & Security)

