JPAS Orphans Cheat Sheet

Per NISPOM2-200b, "….the contractor shall be responsible for annotating and maintaining the accuracy of their employees' access records" in the CSA designated system of record. JPAS is the designated system of record. As the FSO, you are responsible for making sure NdA dates are posted, individuals are properly given access, and periodic reinvestigations are up to date. You are also responsible for making sure your PSMNet is accurate.

When an individual has not been properly separated in JPAS, they are still technically associated with your CAGE code in the system. We call these files "orphans" or "ghosts" because they have no home and are invisible to you, unless the proper steps are taken.

To identify if your JPAS account has orphans, the following steps should be taken:

1. After logging into your JPAS account, click on "PSMNet" in the navigation bar on the left side of the screen.

2. Once the Maintain PSMNet screen is loaded, click the radio button next to "Add Person Categories by Organization". Then click "Add". A new screen called PSMNet Add Organization Person Categories will open.

3. Click on "Select Organization", a new screen called Organization Search will open.

3. Once in the Organization Search screen, select "DoD Contractor Companies" from the drop down menu. Then, enter your CAGE code (with the for wildcarding) in the bottom field.

4. Hit search and your organization's name and CAGE should appear at the bottom. If it is, then click on the blue CAGE code. Your CAGE code will now be in the very top field,

5. Click "Ok". You will now be back to the PSM Net Add Organization Person Categories screen. Next to the "Select Organization" button, your CAGE code and company name should be populated.

6. For the best results, leave the drop down menu blank. Click Search.

7. A list of all individuals associated with your CAGE Code that were not properly terminated will not be listed.

   *If you get a message indicating no records were found then congratulations your account does not have any "orphans"!

8. Depending on how many "orphans" you have, you can click "Add All" to add everyone to your PSM Net or click "Add" to add a few at a time.

You can run a Personnel or PSM Net Personnel Report to use as a tool. Print the report and use it as a reference when removing the "orphans".

To remove orphans:

You must separate "orphans" correctly for them to become removed from your CAGE code.

1. Click the "Select Person" link in the navigation bar on the left.

2. Enter the social security number of the person you wish to remove.

3. Click the "Display Maintain Person" radio button;
    *the screen will "jump" after you do this because a new field will be added. The SSN is the only info required, so you can go ahead and click "Display" once the screen refreshes.

4. At the bottom off the page, select your CAGE code from the drop down menu next to "Person Category". Put in the separation date and select the proper code from the drop down next to "Separation Code".

5. Click Save. There should now be a date populated.

6. Click on "Person Summary".

7. About halfway down the page, there should be a blue link that says "In/Out Process". Click on it.

8. You will now be able to enter a separation date and code in this screen. You cannot backdate this field, so you must always put the current date

9. Click Save. There should be a separation date in the "Person Category Information" section of the "Person Summary".

Repeat these steps until all "orphans" are removed. In your PSMNet, "Pending Removal" will show up next to the individual's name. They should disappear from your PSM Net after 24 hours.