

Updated Guidance to Facility Security Officers  
JPAS Prime Contract Number Field

When submitting requests for personnel security clearance investigations in the Joint Personnel Adjudication System, the prime contract number is a **required** field. Beginning February 1, 2019, DSS may reject investigation submissions that don't include the prime contract number. This information is essential to validate contractor personnel security investigation submissions against their sponsoring government contracting activities.

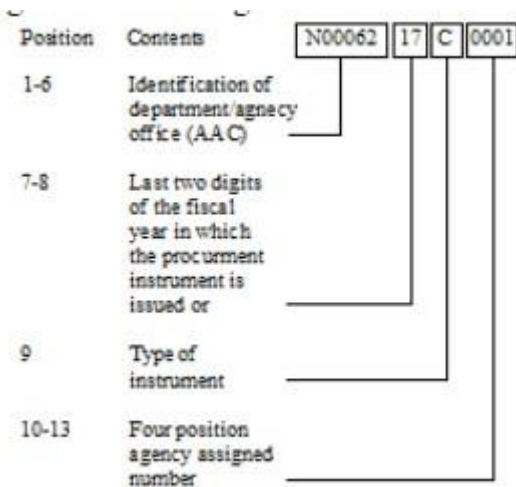
Requirement: All requests for personnel security investigations in JPAS **must** include the prime contract number.

Instruction: See the guidance below for details. Please follow the correct standardized format for the prime contract number as shown below.

**Prime Contract Number:**

1) When entering the prime contract number, please include the full prime contract number.

In 2017, the Federal Acquisition Regulation (FAR) standardized contract numbers government-wide by establishing the Procurement Instrument Identifier (PIID). Contracts configured in the PIID follow this format:



Older contracts may not follow the PIID contract format. Please refer to the DD Form 254, Box 2a "Prime Contract Number" to obtain the contract number for entry in the JPAS field.

2) Subcontractors should refer to the DD Form 254, Box 2a. "Prime Contract Number" to obtain the prime contract number for entry in the JPAS field.

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- 3) If the individual works on multiple contracts, list the prime contract number primarily supported (majority of time billed).
- 4) Investigations for key management personnel of a cleared company should reflect the contractor's largest classified contract supported.
- 5) For a company in process for a facility clearance, the key management personnel clearance requests should reflect the contract number of the contract associated with the sponsorship of the company's facility clearance by the government customer or prime contractor.
- 6) If the contract number is classified, type "classified" in the field.

**If you have any questions with this process, please email [dss.ncr.dss.mbx.dvd-vroc@mail.mil](mailto:dss.ncr.dss.mbx.dvd-vroc@mail.mil) for assistance.**

# Defense Security Service Vetting Risk Operations Center

## JPAS screenshot – Initiating Industry Personnel Security Clearances

Active Request: N/A

\*Eligibility: Secret ▼

Determine Investigation Type

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Initiation Scope

Eligibility: Secret

\*Prime Contract Number: 00000000

\*Cage Code: 7TRT9-I

Modify Organization

Recommended Investigation Type: T3

\*Investigation Type: T3 ▼

Override Justification: ▼

\*Investigative Requirement: Initial ▼

\*Sensitivity Level Code: Industry ▼

Duty/Position Code: ▼

Recommended Service Code: 75 Days

\*Service Code: 75 Days ▼

Override Justification: ▼

Periodic Reinvestigation: No

The prime contract number should be entered in the highlighted field in JPAS.

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**DD FORM 254, CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

<b>DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</i>		<b>1. CLEARANCE AND SAFEGUARDING</b>	
		a. FACILITY CLEARANCE REQUIRED:	
		b. LEVEL OF SAFEGUARDING REQUIRED:	
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>		<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>	
a. PRIME CONTRACT NUMBER		a. ORIGINAL <i>(Complete date in all cases)</i>	Date (YYMMDD)
b. SUBCONTRACT NUMBER		b. REVISED <i>(Supersedes all previous specs)</i>	Revision No. Date (YYMMDD)

The prime contract number should be used to complete the JPAS field “Prime Contract Number”