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:

   ![PIID Format Diagram]

   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.
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 for assistance.
The prime contract number should be entered in the highlighted field in JPAS.
The prime contract number should be used to complete the JPAS field “Prime Contract Number”