



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
5510  
G-3

COMMANDING GENERAL'S POLICY LETTER 003-19

**MAY 03 2019**

From: Commanding General  
To: Commanding Officer, 1st Marine Corps District  
Commanding Officer, 4th Marine Corps District  
Commanding Officer, 6th Marine Corps District

Subj: ASSIGNMENT OF DISTRICT JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS)  
USERS (LEVEL 6)

1. Purpose. The purpose of this letter is to direct the establishment and assignment of Joint Personnel Adjudication System (JPAS) users within the Headquarters (HQ) of each Marine Corps District (MCD) within the Eastern Recruiting Region (ERR), and to ensure these individuals are properly trained and following applicable policy and procedures.

2. Cancellation. This policy letter will remain in effect until revision or when indicated by the appropriate authority.

3. Background. JPAS is an electronic database used by all branches of service, Office of Personnel Management (OPM), and industries that contains information related to security clearances and background investigations completed on military and civilian personnel. Currently the ERR Security Manager's Office is the single organization in the ERR that is coordinating and conducting the background investigation processing for poolees and applicants. This model is inefficient and not as effective or responsive as required.

4. Policy. Each MCD will assign, in writing, two (2) military personnel from the District HQ to serve as JPAS Users (Level 6), who will assist Recruiters and Human Resources Assistants (HRAs) from their Recruiting Stations, processing stations, and Officer Selection Offices with security clearance administration.

5. Roles and Responsibilities.

a. Upon receipt of this policy letter, all MCD HQs will assign two (2) JPAS Users in writing and submit copies of appointment letters to the ERR Security Manager.

b. Assigned MCD JPAS Users will coordinate with the ERR Security Manager to complete all required training prior to being granted access and obtaining the required higher level access in the system.

c. The MCD JPAS Users will assist Recruiters and HRAs with processing poolees and applicants. This includes, but is not limited to, ensuring individual investigations are scheduled prior to shipping, providing case numbers (applicants) or JPAS printouts (poolees), and determining if any additional background information is required prior to shipping these.

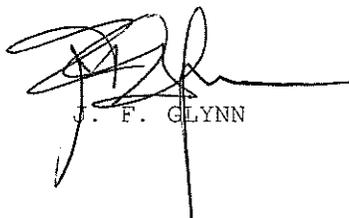
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d. MCD JPAS Users are responsible for the strict adherence to the rules and regulations associated with and governing the use of the JPAS database. Failure to do so could result in disciplinary action.

e. MCD Executive Officers, as command level Security Managers, will be responsible for the local management of the MCD JPAS Users, and will coordinate with the ERR Security Manager for the overall supervision and management of JPAS use.

f. The ERR Security Manager is responsible for conducting assistance visits and spot checks to ensure that MCD JPAS Users are trained, properly using the database, and following the rules and regulations associated with and governing the use of the JPAS.

6. The point of contact is Barbara Clutter, ERR Security Manager, at 843-228-4091.



J. F. GLYNN

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