

JPAS PORTAL GUIDELINES

Congrats! You have been granted access to the JPAS/JCAVS portal (<https://jpaspi.dmdc.osd.mil/JPAS/JPASLogoutServlet>) You now have the ability to view a Soldiers clearance statement. Before doing so, there a few things you need to know:

1. **DO NOT** print off a JPAS statement. This is against policy when it comes to safeguarding the Soldiers information. If you need proof of clearance, you can contact the G2 office and they will provide you with a verification memo.
2. **DO NOT** screenshot or snip-it a JPAS statement, same as above, this is against policy.
3. **DO NOT** show a Soldier their JPAS screen. Every now and then there are notes from investigators in the JPAS portal in regards to the Soldiers investigation. These notes are not for the Soldier to see. As the JPAS account holder, only you should be viewing the Soldiers JPAS statement.
4. **DO NOT** look up your own JPAS statement. This will result in your portal access being revoked by JPAS/JCAVS themselves. We have no control over this, so once you've made this mistake, there is no going back to fix it.

*Clearance expiration dates go by the date the investigation was **CLOSED**, not the date the eligibility was granted. This is crucial to remember as many Soldiers have their clearance expire due to being informed of the wrong expiration date.*

By signing below, you are signifying that you understand the above statements and that any violation of the above will result in your JPAS access being revoked.

Rank Last, First MI:

Date: