



DEPARTMENT OF THE NAVY
OFFICE OF THE DEPUTY UNDER SECRETARY OF THE NAVY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

8 AUG 2013

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Implementation of the Department of Defense Central Adjudication Facility (DoD CAF) Navy Division Case Adjudication Tracking System (CATS)

Reference: (a) Under Secretary of Defense for Intelligence Memorandum of 10 Apr 09

The Department of the Navy (DON) will implement the DoD CAF Navy Division CATS per reference (a) effective 1 Oct 13. The functionality of CATS, described in Attachment 1, will become the only means to communicate with the Navy Division of the DoD CAF. I am directing the phased actions below to ensure the DON can implement the CATS capability by 1 Oct 13.

Phase one: Echelon II Security Managers shall complete Attachment 2, CATS account request and email it in portable document format (PDF) to DON_SECURITY_INFO_PERS_US@navy.mil by 14 Aug 13.

Phase two: Echelon II Security Managers will be trained and given an opportunity to test system functionality before 23 Aug 13. Details of the date, place and time of training will be provided in separate correspondence.

Phase three: Echelon II Security Managers will register and train subordinate commands by 20 Sep 13. Subordinate commands shall complete Attachment 2, CATS account request and email the PDF to their Echelon II Security Managers for retention. The Echelon II Security Manager will forward the name and SSN of subordinate command personnel to DON_SECURITY_INFO_PERS_US@navy.mil to establish accounts. Marine Corps subordinate commands will submit Attachment 2 via the HQMC PSS IPSP SharePoint site ([https://ehqmc.usmc.mil/org/ppo/PS/SEC_PSS/blog/FORMS%20AND%20TEMPLATE S/Forms/AllItems.aspx](https://ehqmc.usmc.mil/org/ppo/PS/SEC_PSS/blog/FORMS%20AND%20TEMPLATE%20S/Forms/AllItems.aspx)) for approval and account establishment.

My point of contact is Ms. Shirley Maddox-Stubbs, (703) 601-0609, or e-mail: shirley.maddoxstubbs@navy.mil.


Wendy Kay

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DoD CAF Navy Division Case Adjudication Tracking System (CATS) Functionality

CATS is an information technology system created for investigative and adjudicative case management. CATS is integrated into the Defense Information Security System (DISS) enterprise architecture which will eventually replace the Joint Personnel Adjudication Systems (JPAS). Until formally replaced, JPAS will remain the system of record for security clearance eligibility determinations, incident reporting and visit status notifications.

Major Functionality of Navy CATS will include:

1. **Subject Queries**: The Subject query functionality provides real time case tracking information. Multiple subject queries can be accomplished using the bulk query function.
2. **Requests for Information (RFI)**: The RFI function will be used in the same manner as the Research/Recertify/Upgrade (RRU) in the Joint Personnel Adjudication System (JPAS). Additionally, Security Management Office(s) (SMOs) can process Interim SCI requests and expedite requests using this functionality.
3. **Notifications**: Notifications in response to submitted RFIs, document transmissions, and case status changes will be sent from the DoD CAF Navy Division to the applicable Subjects' SMO.
4. **Correspondence**: Allows for DoD CAF Navy Division generated correspondence, such as Statements of Reasons (SORs) and requests for additional information, to be uploaded to the applicable SMO. In addition, SMOs can upload and transmit requested documentation to the DoD CAF Navy Division via the Navy CATS.

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that applies

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UIC _____
THRU UIC _____ (if applicable)

COMMAND: _____
(ie. HMX-1, Cherry Point, PAX RIVER, etc)

Address: (see instructions) →

1st _____

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Village: _____ Country: _____
(if applicable)

POC: _____ SSN: _____

ALTERNATE POC: _____ SSN: _____

DSN: _____ ALTERNATE DSN: _____
(SECURE/UNSECURE) (SECURE/UNSECURE)

COMM: _____ ALTERNATE COMM: _____
(SECURE/UNSECURE) (SECURE/UNSECURE)

FAX: _____ ALTERNATE FAX: _____
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EMAIL: _____

ALTERNATE EMAIL: _____

GENERIC UNIT EMAIL: _____

Type or Print Address using format below. Navy Database allows 4 lines with 30 characters on each Line.

CONUS ADDRESS

1st line: ATTN XXXXXXXX XXX XXX
2nd Line: Organization
3rd Line: Street Address
4th Line: City state Zip-4

OCONUS ADDRESS

1st line: ATTN XXXXXXXX XXX XXX
2nd Line: Organization
3rd Line: Unit Number
4th Line: APO/FPO