

Adding and Modifying a Person Category

Checklist 07A1: Adding Categories

To add a Person Category to a record follow the steps below:

Step	Activity
1.	Log in as a User.
2.	Click Select Person (column on left).
3.	Enter the person's SSN or EDI PN.
4.	Click the Display Maintain Person radio button.
5.	Click the gray Display button.
6.	Scroll down to the Person Category section.
7.	Select the proper category from Available Category Types drop down. Examples: Red Cross, Seasonal Employees, Industry, Civilian Employee, etc.
8.	Click Add Category button (Once). Screen will refresh.
9.	Scroll down to modify categories section.
10.	In the Category Classification drop down box, select one of the five options. Note: (This step is for Industry only). In most cases you will select Contractor, with the exception of an FSO, where you will select Key Management Personnel (KMP). Other employees that are listed on your organization's KMP list must also be listed as a KMP in JPAS. Other choices are Assurance 1 and Assurance 2.
11.	In the Service Agency drop down box, select the correct service agency. For Industry it is very important to select DoD Contractor Companies.
12.	Input position type if required.
13.	Click on the gray Modify Organization box. The organization search screen should appear.
14.	In the Organization's Service/Agency drop down box, scroll down until you reach the appropriate organization. For industry it should always be DoD contractor companies.
15.	In the Organization UIC/RUC/PASCODE/CODE text box, type in the organization code. An asterisk (*) can be used for wild card searches when using 3 or more characters.
16.	Click the gray Search button.
17.	Under Select Organization Search Results section, you should see the Organization code based on your search.
18.	Under the UIC/RUC/PASCODE/CAGE section, click on the appropriate organization code hyperlink. This will populate the Selected Organization field.
19.	Click on the gray OK button.



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20.	The organization code you selected should now be listed in the Organization/Company/Agency section on the Maintain Person screen
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21.	Click on the gray Save button.
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