



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520
Ser N09N2/8U223021

FEB 21 2008

From: The Chief of Naval Operations

Subj: AUTHORIZATION TO UTILIZE THE ADD/MODIFY PERSON
CATEGORY FOR THE SUBMISSION OF ELECTRONIC
QUESTIONNAIRE INVESTIGATIONS PROCESSING (E-QIP)

Encl: (1) Instructions for Adding/Modifying a Seasonal
Employee category

1. Pending enhancements to the Joint Personnel Adjudication System (JPAS), the Office of the Under Secretary of Defense (Counterintelligence and Security) has approved the use of the seasonal employee category for new federal government civilian employees and military accessions.

1. Effective immediately security managers are authorized to utilize the add/modify person category in the Joint Personnel Adjudication System (JPAS) to enter employees into JPAS who are awaiting a DoD category. Security managers are to add the employees via the *seasonal employee category*. Enclosure (1) provides detailed instructions on establishing the seasonal employee category.

2. Widest dissemination is requested. The CNO (N09N2) point of contact is Ms. Shirley Maddox-Stubbs at (202) 433-8853 or DSN 288-8853 email at shirley.maddox-stubbs@navy.mil.

for Cassandra J. Berden
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INSTRUCTIONS FOR ADDING/MODIFYING A SEASONAL EMPLOYEE CATEGORY

Security Managers must verify all Personnel Identifying Data prior to establishing a JCAVS account by reviewing the documents listed in the SECNAV M-5510.30, Appendix F, Citizenship Requirements.

Please follow the below instructions to create a JCAVS account for the Department of the Navy personnel:

1. Log in as a User
2. Click on "Select Person" (column on left)
3. Enter the person's SSN
4. Click the "Display Add/Modify Non-DoD Person" radio button
5. Click the gray "Display" button
6. On the Add/Modify Non-DOD Person screen, complete the following blocks (verify data):
 - Name (Last, First, Middle)
 - Marital (leave blank)
 - Date of birth
 - Citizenship
 - State of Birth
 - Country of Birth
7. In the "Available Category Types" pull down, the proper category
 - "SEASONAL EMPLOYEE" (only)
 - Skip "Position" (leave blank)
8. Click on the gray "Add Category" button
9. Skip "CATEGORY CLASSIFICATION"
10. In the "Service Agency" pull down, the proper category
 - Select "Navy" (only)

11. Skip the Separation Date
12. Skip the Separation Code
13. Click on the gray "Modify Organization" box
14. In the "Organization's Service/Agency" pull-down box, scroll down until you reach the appropriate organization
 - Select "NAVY" (only)
15. In the "Organization UIC/RUC/PASCODE/CODE" box, type in the Organization code. An asterisk (*) can be used for wild card searches when using 3 or more characters
 - Example: 12345*
 - Click "Search" the command UIC will be displayed
 - Click on the appropriate organization code hyperlink. this will populate in the "Selected Organization" field
 - Click "Ok" the organization field you selected should now be listed in the "Organization/Company/Agency" section
 - Click "Save"
16. Check to see if the newly established code is displayed in the "Person Category" pull-down. If not, click on the pull down menu and highlight the newly established code
17. Click on the "Person Summary" hyperlink at the bottom of Page
18. Add the individual to your PSM Net