

SPOT-ES

**OMB Control Number
0704-0460 Package**

ADD PERSON

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SCREENS with DROPDOWNS

ADD PERSON SCREENS (1 of 2)

Add Person

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

Is this person a:

U.S. Citizen

Foreign National

Cancel Save and Continue

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

* First Name:


Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth:  (mm/dd/yyyy)

* Gender:

* Personnel Category:

Cancel Back Validate and Continue

ADD PERSON SCREENS (2 of 2)

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 **Step 3** Step 4

First Name:	Address 1:
Middle Name:	Address 2:
Last Name:	City:
Suffix:	State: <input type="text" value="Select a State"/>
SSN:	Zip:
Date of Birth:	Country: <input type="text" value="Select a Country"/>
Gender:	Home Phone:
Personnel Category: Company Contractor Personnel	Work Phone:
Place of Birth: <input type="text"/>	* Primary Email: <input type="text"/>
CAC Expiration:	

Cancel Save and Continue

Add Person - Organization Affiliation

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 **Step 4**

Personnel Category: Company Contractor Personnel

Does the person work for your company or a subcontractor? Subcontractor Company

Supervisor/Non-Supervisor: Supervisor/Manager Non-Supervisor/Non-Manager

Cancel Back Save and Add Person

EXAMPLE RESPONSES TO "SUFFIX"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

* First Name:

Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth: (mm/dd/yyyy)

* Gender:

* Personnel Category:

Cancel Back Validate and Continue

EXAMPLE RESPONSES TO "GENDER"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

* First Name:

Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth: (mm/dd/yyyy)

* Gender:

* Personnel Category: category

Cancel Back Validate and Continue

EXAMPLE RESPONSES TO "PERSONNEL CATEGORY"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 Step 3 Step 4

* First Name:

Middle Name:

* Last Name:

Suffix:

* SSN: - -

* Re-enter SSN: - -

* Date of Birth: (mm/dd/yyyy)

* Gender:

* Personnel Category:

Company Contractor Personnel
U.S. Government Personnel
U.S. Military Personnel

Cancel Back Validate and Continue

EXAMPLE RESPONSES TO "STATE"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 **Step 3** Step 4

First Name: David	Address 1: Select a State
Middle Name:	Alabama
Last Name: Smith	Alaska
Suffix:	Address 2: American Samoa
SSN: xxx-xx-0021	Arizona
Date of Birth: 06/01/1977	Arkansas
Gender: Male	City: Armed Forces Africa
Personnel Category: Company Contractor Personnel	Armed Forces Americas
Place of Birth: <input type="text"/>	Armed Forces Canada
CAC Expiration:	State: Armed Forces Europe
	Armed Forces Middle East
	Zip: Armed Forces Pacific
	Country: California
	Colorado
	Home Phone: Connecticut
	Delaware
	Work Phone: District of Columbia
	Federated States of Micronesia
	* Primary Email: Florida
	Georgia
	Guam
	Hawaii
	Idaho
	Illinois
	Indiana
	Iowa
	Kansas
	Kentucky
	Louisiana

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EXAMPLE RESPONSES TO "COUNTRY"

Add Person - Search and Validate

NOTE: Step 1 through 4 MUST be completed consecutively to complete the add person process

Step 1 Step 2 **Step 3** Step 4

First Name: David	Address 1: Select a Country
Middle Name:	Afghanistan
Last Name: Smith	Address 2: Akrotiri
Suffix:	Albania
SSN: xxx-xx-0021	Algeria
Date of Birth: 06/01/1977	City: American Samoa
Gender: Male	Andorra
Personnel Category: Company Contractor Personnel	Angola
Place of Birth: <input type="text"/>	State: Anguilla
CAC Expiration:	Antarctica
	Zip: Antigua and Barbuda
	Argentina
	Country: Armenia
	Aruba
	Home Phone: Ashmore and Cartier Islands
	Australia
	Work Phone: Austria
	Azerbaijan
	* Primary Email: Bahamas
	Bahrain
	Baker Island
	Bangladesh
	Barbados
	Bassas Da India
	Belarus
	Belgium
	Belize
	Benin
	Bermuda

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