

SMAP Center New Employees

Hello Everyone and Welcome!

UAH Security Denise Spiller or Delores Newton will notify you when your interim clearance is approved and will schedule a briefing. **After this has been completed proceed with the following: Bring the following to your scheduled briefing with Delores Newton.**

1. I need a **signature** located in the center of a blank sheet of COPY paper (please print your name about 5 inches below signature) this will be used to set up your timesheet.

2. Fill out the following **information** to begin paperwork on your security badge. :

Name-

Race-

Hair color-

Eye Color-

Sex-

Height-

Weight-

Birthdate-

Place of Birth (include city and state)-

Emergency contact- address and phone number-

Have you ever worked for the government or are you a military dependent?

Do you have an AKO Army email address? If so, please list it.

Next step-

Watch your personal e-mail, Kelly Butcher or Joan Sims will send you AKO instructions.

Please follow instructions closely and enter ASAP! After your account has been approved by your sponsor and we have received the approval e-mail back from you, we will contact you to set up an appointment to get your CAC card and start work (this may be several days).

Please have the following information ready: **proof of current insurance**, tag receipt, and your **valid driver license** (check expiration date).

Kelly Butcher

kelly.z.butcher.ctr@mail.mil

Example sheet only!!!!!!

Use a blank, unmarked sheet of Xerox paper

There should only be 2 things on your Xerox paper
Signature and Printed FULL name. Do not print out and use this sheet
with instructions.

****In the CENTER** of the blank Xerox paper, write your name as you would
sign a check or legal document

Lee Trotman

About 5 inches below your written signature, **PRINT** your FULLNAME, ex.

Lee Benjamin Trotman

****note** there should only be 2 things on your Xerox paper
Signature and Printed FULL name