

## The Hiring Process

Congratulations on joining the **Systems Management and Production Center**.

You are not ready for your first day of work until you have been processed in and have your security clearance. In order to accomplish that, you will have to complete the following steps. Being detail-oriented and following directions explicitly will help speed your way through the process.

### Step 1

1. Receive an email from Dr. Gary Maddux with the SF86 questionnaire.
2. Receive an email from the Office of Research Security with a personal data sheet.
3. Contact the Office of Research Security and set up an appointment.

### Step 2

1. Meet with the Office of Research Security for your first appointment:
  - Bring an original birth certificate, a certified copy of a birth certificate, or a US passport.
  - Bring the completed personal data sheet and SF86 questionnaire.
2. Fill out additional security paperwork.

### Step 3

1. Receive an email from the Office of Research Security with instructions on how to enter SF86 information.
2. Electronically enter SF86 information as directed.
3. Notify the Office of Research Security that you have submitted the SF86.

### Step 4

1. Your SF86 is processed; this takes 24–48 hours.
2. After processing, the Office of Research Security will review the submitted SF86 form:
  - If problems are found, you will go to Step 4.5.
  - If everything is in order, you will go to Step 5.

### Step 4.5

1. The Office of Research Security sends you an email that your SF86 is not correctly filled out.
2. You will be instructed to make specified corrections and re-enter sections 16–32.
3. Resubmit your SF86 and go back to Step 4.

### Step 5

1. Receive an email from the Office of Research Security informing you that your SF86 is correct.
2. Contact the Office of Research Security and set up an appointment to come back in and fill out more paperwork.
3. Meet with the Office of Research Security for your second appointment.

### Step 6

1. Receive an email from the Office of Research Security informing you that all your paperwork has been processed and is accepted.
2. Contact the Office of Research Security and schedule a third appointment for your briefing.
3. Meet with the Office of Research Security for your briefing.

### Step 7

1. Wait while your placement is determined.
2. The SMAP Center will contact you once you are placed.