The Hiring Process

Congratulations on joining the Systems Management and Production Center.

You're not ready for your first day of work until you've been processed in and have your security clearance. In order to accomplish that you'll 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 SF86 questionnaire.
2. Receive an email from Office of Research Security with a personal data sheet.
3. Contact Office of Research Security and set up an appointment.

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

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

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Step 4:
1. Your SF86 is processed; this takes 24-48 hours.
2. After processing Office of Research Security will review the submitted SF86 form:
    a. If she finds problems you'll go to step 4.5.
    b. If everything is in order you'll go to step 5.

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Step 4.5:
1. 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. (You obviously want to avoid getting caught in this loop again - follow instructions carefully).

Step 5:
1. Receive an email from Office of Research Security informing you that your SF86 is correct.
2. Contact Office of Research Security and set up an appointment to come back in and fill out more paperwork.
3. Meet with Office of Research Security for your second appointment.

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Step 6:
1. Receive an email from Office of Research Security informing you that all your paperwork has been processed and is accepted.
2. Contact Office of Research Security and schedule a third appointment for your briefing.
3. Meet with Office of Research Security for your briefing.

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Step 7:
1. Wait while your placement is determined.
2. Dr. Maddux will contact you once you are placed.

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Step 8:
1. Receive an email from Kelly Butcher with instructions on how to apply for an AKO account.
2. Apply for an AKO account.
3. You must have insurance and a titled vehicle to drive on Redstone Arsenal.

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Step 9:
1. Receive an email from Kelly Butcher to set up an appointment for a CAC card.
2. Go to appointment and get a CAC card.

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Step 10:
1. You are ready for your first day of work.