**SWAT Initiator Checklist**

**For PERSEC/ACCESS CONTROL/MPAS Ticket Requests**

1. Ensure contractor is currently supporting the contract identified in the ticket – contractor must be charging to this contract
2. Ensure data entered in SWAT is correct
3. If information in an applicant’s Person Record Profile (PRP) is incorrect prior to new SWAT ticket, the PRP information must be corrected by the Request Initiator or COR (during approval process) – new information will not correct/override old PRP information in subsequent tickets
4. **PII must be correct!**
	1. Full legal name must be spelled correctly - pay attention to SWAT format (First, MI, Last)
	2. DOB and SSN must be correct
5. **Company information** must be correct – if applicant is a subcontractor, you must list the subcontracting company in the SWAT ticket – not the prime company.
6. **Contract end date** must be correct – do not use task order date
7. **Duty location** must be the physical location where the applicant works (city and state) - not the location of the contract company
8. Applicant must have an **official e-mail** (.mil, .gov, .edu or company e-mail) prior to ticket submission – ensure e-mail address is spelled correctly in the ticket
9. *If applicant requires CAC for multiple DoD installation access*, two (2) DoD installations must be listed in the ticket (screen shot below).

