

SWAT Initiator Checklist PERSEC/ACCESS CONTROL/TRUSTED AGENTS

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
 - a. If information in an applicant's Person Record Profile (PRP) is incorrect prior to new SWAT ticket, the PRP information must be corrected by a SWAT administrator – new information will not correct/override old PRP information in subsequent tickets
 - b. **PII must be correct!**
 - i. Full legal name must be spelled correctly - pay attention to SWAT format (First, MI, Last)
 - ii. DOB and SSN must be correct
 - c. **Company information** must be correct – if applicant is a subcontractor, you must list the subcontracting company in the SWAT ticket – not the prime company.
 - d. **Contract end date** must be correct – do not use task order date
 - e. **Duty location** must be the physical location where the applicant works (city and state) - not the location of the contract company
3. 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
4. *If classified access is required:*
 - a. Clearances must be owned by their contracting company AND be in required access in DISS
 - *If subcontracting company does not have a Facility Clearance (FCL) and requires the primary contract to take ownership of the applicant's access in DISS, please note that in the SWAT comment.*
 - b. The applicant must have a current visit request in DISS prior to ticket submission
 - i. SMO 652366 (no letters)
 - ii. Visit Request cannot have a future start date and cannot exceed one year.
 - c. Must attach completed/signed NATO brief to the ticket – Review how to obtain/complete NATO brief at <https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Personnel+Security>
5. *If applicant requires CAC for multiple DoD installation access, two (2) DoD installations must be listed in the ticket (screen shot below).*

Request Details

Request for Test - Contractor (CI0000002)

ACCESS REQUESTS RESOURCES REQUESTS SERVICES REQUESTS

Access Request		Add	N/A
CAC		<input checked="" type="radio"/>	<input type="radio"/>
NIWC Facility Access/Badge		<input type="radio"/>	<input checked="" type="radio"/>
Space Assignment		<input type="radio"/>	<input checked="" type="radio"/>
SAAR-N		<input checked="" type="radio"/>	<input type="radio"/>

Selected Forms

- > Add CAC
- > Add SAAR-N

Add CAC

Does the employee require a CAC for any of these reasons? ⓘ

Required across multiple DO...

Please list at least two of the DOD Installations you will need to access ⓘ

Does the employee have a CAC (non-expired)? ⓘ

--- Select a Value ---

Does the employee have a current/previous EDIPI/DOD ID number? ⓘ