

TO:	Employment Candidate
FROM:	La'Toya Battle, Facility Security Officer
SUBJECT:	RLS Employment Application Instructions

Please be advised that this is not an official offer of employment with Ranger Land Systems, Inc. (RLS). In order to be considered for the position that we have available, you must provide the following information within 3 business days from the date of this letter:

Application Instructions (All documents are required to be completed)

RLS Application for Employment	Complete the employee application. Be sure to provide the names and contact information of a minimum of three (3) professional references (former supervisors preferable) on Page 4 of the application. Include the individual's name, title, telephone number, and email address on the employment application. Please make sure that the reference information you provide is as accurate as possible. You can use the bottom the page 4 to write your reference contact information if you run out of space in the Professional References section of the application.
SPOT Form	Complete the Synchronized Predeployment Operational Tracker (SPOT) form. The information provided on this form will be used to verify whether or not you have a security clearance.
FAR Subpart 7.5	Sign and return the signature page of the Subpart 7.5 Form.
Voluntary Self-Identification of Disability Form	Complete the Voluntary Self-Identification of Disability form and return it with the other required documents.
Request for Clearance Action Form	Please complete top half of SENTEL'S Request for Clearance Action form and sign the Employee Signature section. Leave everything else blank. This form will provide the data needed to submit a request for CAC determinations for both cleared and un-cleared employees. Note: you must also submit Proof of Citizenship with this form. Acceptable Proof of Citizenship documents are listed on the form itself.
ID & Citizenship Verification	Provide a COLOR copy of your Driver's License (front and back) and a copy of another secondary form of ID. Acceptable secondary ID documents include: Passport, Certified copy of Birth Certificate or Certification of Birth Abroad issued by the Department of State (Form FS-545), Native American Tribal Document, US Citizen ID Card (Form I-197), ID Card for the Use of Resident Citizen in the US (Form I-179), or an Employment Authorization Document issued by the Department of Homeland Security.

Background Check Instructions (As applicable)

	NEW HIRE PERSONNEL: Complete a Statewide Police criminal/background check for your home of record State. Go to: https://www.instantpeoplecheck.com/background-check-cc . On the registration page, please include the e-mail address battlel@ranger-land.com so the results will be forwarded to me directly. Please contact me after you complete the background check to make sure that I receive the results. Also, be sure to check your junk mail—sometimes the results end up there.
	INCUMBENT PERSONNEL: The government has waived the background check requirement for all individuals currently working on the contract. No additional background check is required.



Please note that Ranger Land Systems will not offer employment until all of the above-requested material has been received and processed in accordance with established administrative guidelines, and it has been determined that interested applicants meet or exceed applicable eligibility criteria. Accordingly, the sooner Ranger is provided with the requested information, the earlier it will be processed and a determination made as to employment eligibility.

The information that you provide will be reviewed by security department personnel for the sole purpose of determining adequacy and completeness and will be used for no other purpose within the company.

Thank you for your interest in employment with Ranger Land Systems, Inc. and we look forward to your response.

Very Respectfully,

La'Toya D. Battle | Contract Administrator / FSO

Ranger Land Systems, Inc.

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"Ranger Land Systems, Inc. is an Equal Opportunity, Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, protected veteran status or disability."
