



Contractor Verification System Information Sheet

Fax completed copy to: (831) 657-9105

The Contractor Verification System (CVS) provides the SMART Program Office (SPO) an avenue for entering in personal data into the Defense Enrollment Eligibility Reporting System (DEERS). Once personal data is in DEERS, a Common Access Card (CAC) can be issued to SMART Participants. To avoid confusion, there are two similar, yet different sections of this form. The first is for the SPO to pass to the Trusted Agent for entering your information into CVS. The second will guide you through the on-line application process.

Instructions for completing the CVS application:

1. Complete the Contractor Verification Information Sheet and FAX it to: (831) 657-9105.
2. You will receive two emails– one with your CVS User ID and the other with your Password.
3. Your application will expire seven (7) days following receipt of the email.
4. Login to the CVS system: <https://www.dmdc.osd.mil/appj/cvs/>.
5. Go to the “My Application” tab and click on the “Complete Your Application” link.
6. Complete your application (values entered on the CVS Information Sheet should be entered on your application).
7. Hit “Submit for Approval.”
8. Additionally, you must complete the “Application Confirm” process on the subsequent page.
9. To “confirm” your application you must agree to the terms & conditions and select the “confirm” button at the bottom of the page.
10. If you do not see the “Application Sent for Approval” screen, your application has not been sent. Confirm all previous steps.
11. You will receive an email once your application is approved.

Instructions for obtaining a CAC card:

1. The following link highlights CAC issuing facilities: <http://www.dmdc.osd.mil/rsl/owa/home>.
2. CACs can be obtained without SPO/Sponsoring Facility support. Contact the desired CAC facility for detailed instructions – an appointment is recommended for most facilities.
3. If you will be obtaining your CAC during your internship, contact your Mentor.
4. If you are an incoming 2010 Participant, CACs can/will be issued at Orientation for those who do not complete the process in advance.
5. For all Participants, two forms of identification will be required to obtain your CAC.

SMART Program Office

Demographical Information:

Last Name:	
First Name:	
Middle Name:	
Cadency Name (Jr., II, etc):	
Person Identifier (enter your SSN):	Person Identifier Type: Social Security Number
Date of Birth (mm/dd/yyyy):	
Email:	
Card Expiration Date ¹ :	
Contract Number: N00244-09-1-0081	
Contract End Date: 06/30/2014	

¹Add one month to your graduation/degree conferral date and enter the last day of that month (e.g., if you graduate 05/15/2011 – enter 06/30/2011)

SMART Participant

Demographical Information:

Last Name:	
First Name:	
Middle Name:	
Cadency Name (Jr., II, etc):	
Person Identifier (enter your SSN):	Person Identifier Type: Social Security Number
Date of Birth (mm/dd/yyyy):	
Sex:	
Country of Citizenship:	
Place of Birth:	
Personnel Category: DoD and Uniformed Service Contractor	
Card Expiration Date ¹ :	

¹Add one month to your graduation/degree conferral date and enter the last day of that month (e.g., if you graduate 05/15/2011 – enter 06/30/2011)

Home Address:

Street Address 1:
Street Address 2:
City:
State:
Zip Code:
Last Four of Zip Code (http://zip4.usps.com/zip4/welcome.jsp):
Country:

Contact Information:

Email:

Sponsor:

TA (Trusted Agent): Manzer, C. Ryan
Organization: Navy
Telephone Number: 831-333-3003
Office Name: SMART Program Office
Street Address 1: 400 Camino Aguajito
Street Address 2: Floor 1
City: Monterey
State: CA
Zip Code: 93940
Last Four of Zip Code: 3541
Country: US

Duty Location:

City (Enter your facility's city):
State (Enter your facility's state):
Country: US

Contract Information:

Contract Number: N00244-09-1-0081
Contract End Date: 06/30/2014