

You are scheduled to report to work at the UPF Project. Your shift starts at **7:00 AM** and ends at **5:30 PM**. You will report to the UPF In-Processing Center at 600 Perimeter Rd, Oak Ridge, TN. Our offices are located 15 miles from downtown Oak Ridge, so please allow approximately 30 minutes from that point to the In-Processing trailers. When you arrive, line up to go through the medical process at the bottom of the deck. Once that is complete you will be directed to where to go next. Take a few moments to review the items you **must** have with you and a few other requirements with which you might not be familiar with

Monday – Day One – All Craft		
<p>Badging Documents Required (need at least one of these)</p> <ul style="list-style-type: none"> Valid State Driver’s License with a photo Photo ID card issued by federal or state government agencies U.S. Military ID card with a photo Military dependents’ s ID card with a photo 	AND	<p>Badging Documents Required (need at least one of these)</p> <ul style="list-style-type: none"> Current U.S. Passport or Current Passport Card Original State-issued birth certificate or certified State-issued birth certificate copy with raised seal (This is not the certificate of birth issued by the hospital) Certificate of Naturalization (Form N-550 or N-570) Certificate of U.S. Citizenship (Form N-560 or N-561)
<p>Employment Verification Documents Required Current U.S. Passport or U.S. Passport Card OR Driver’s License AND State Issued Birth Certificate with a raised seal or Social Security Card</p>		<p>Must be fasting Monday morning (only water or black coffee is allowed after 10:00 PM Sunday)</p> <ul style="list-style-type: none"> Bring breakfast and lunch on Monday
<p>Completed Employment Paperwork - Required <i>See Form instructions on pg. 2-3</i></p>		<p>Direct Deposit Form & voided deposit slip or check</p>
		<p>Training/Qualification/Hall cards</p>
<p style="background-color: yellow;">Incentive Allowance Documents – If Applicable</p> <p>(If you have a permanent residence greater than 50 miles, incur expenses there, and have a temporary residence here)</p> <ul style="list-style-type: none"> Proof of Permanent Residence If Rented – current signed rental agreement for a duration of at least 6 months and recent rent receipt. <i>*Cannot violate Arm’s length agreement, i.e cannot rent from relative.</i> 	AND	<p style="background-color: yellow;">Incentive Allowance Documents – If Applicable</p> <p>(If you have a permanent residence greater than 50 miles, incur expenses there, and have a temporary residence here)</p> <ul style="list-style-type: none"> Copy of <u>current utility bill</u> (gas, water, or electric) at the Permanent Residence –CANNOT accept a letter from utility company. MUST be copy of current bill

****Badging Notes**:**

The names on both badging documents must match; names must be spelled the same. However, it is acceptable for one document to have the middle name spelled out and another document to show middle initial only. For example, Robert E. Jones and Robert Edward Jones. Documents **CANNOT** have holes, rips, stains etc.

If the names on both badging documents do not match, a document must be provided that links the mismatched names (i.e., a marriage certificate, divorce decree with the new name, or legal name-change document).

We are a secure facility so compliance with the badging documentation is mandatory. If you do not have the required documents, including supporting documents for mismatched names, you will not be able to continue the hiring process.

In addition, you must wear work clothes each day while you are at In-Processing. You need to wear a long sleeve shirt, jeans (without holes), and steel or composite safety boots that are at least ankle high. Do not bring personal tools or Personal Protective Equipment (PPE) with you. UPF Project will provide all tools and PPE.

We recommend that you bring your lunch **every day** as there are no restaurants close enough for you to be able to get there and back within the 30 minute lunch break. You can park in the large gravel lot behind the trailers or in the fenced-in, grass lot just before the trailers.