**Phase 1 Check-In Requirements**

- **Phase 1 check-in** covers activities required to perform CNIC work on NMCI computers.
- **Requirements** are listed in the order most likely to ensure that IT connectivity & workspace/equipment setup will be accomplished before you arrive on site.
- **All Phase 1 check-in activities** should be completed within five business days of your arrival at CNIC HQ.

### Please Return the Completed Check Sheet to the CNIC HQ Check-In/Out Coordinator

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Your Action</th>
<th>Check-In Action Office/POC</th>
<th>Initials/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Arrival REQUIRED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1 Visit Authorization Request (VAR) | Verify that a VAR has been submitted through your company’s security office to HQ Security  
**Note:** CNIC personnel who will work at remote HQ sites should contact their local CNIC HQ Security points of contact (POCs)  | Your Company AND HQ Security  
N00C HQ Security Office  
Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9687  
Local CNIC HQ Security POC |               |
| 2 Information Assurance (IA) Training | First: Complete IA training:  
With a Common Access Card (CAC):  
- Via NKO: [http://www.nko.navy.mil](http://www.nko.navy.mil)  
- Via TWMS: [https://twms.navy.mil/selfservice/online_Training/?tab=2](https://twms.navy.mil/selfservice/online_Training/?tab=2)  
Without a CAC:  
**Second:** Notify N Code EA of completion –  
- If you took IA training via NKO or DISA, fax or email completion certificate to EA  
- If you took IA training through TWMS, inform EA, who will notify N64 to view completion certificate | N64 Information Assurance (IA) POC  
Bldg. 111, 4th Fl., Cubicle 401-32 (202) 433-3411 |               |
| 3 Cyber Awareness Challenge 2018 | Cyber Awareness Challenge must be completed prior to submission of SAAR-N Form for computer access [https://iatraining.disa.mil/eta/disacac2018/launchPage.htm](https://iatraining.disa.mil/eta/disacac2018/launchPage.htm) | N64 Information Assurance (IA) Point of Contact (POC)  
Bldg. 111, 4th Fl., Cubicle 401-32 (202) 433-3411 |               |
The SAAR-N can be completed & forwarded electronically on a CAC-enabled computer:  
- Activate JavaScript on the computer  
- Once you have called up the SAAR-N, click “ENABLE ALL FEATURES” above first screen page of form  
Question-by-question SAAR-N instructions are included on the SAAR-N form following Block 33b  
CNIC-specific guidelines are set out below | N64 Information Assurance (IA) POC (see contact info at #2 above) |               |
### CNIC HQ CONTRACTOR CHECK-IN

**First:** Complete preliminary section -
- **TYPE OF REQUEST** - Select “INITIAL”
- **DATE** - Enter date you are completing form
- **SYSTEM NAME** - Enter “NMCI”
- **LOCATION** - Enter CNIC HQ location (Washington Navy Yard, Anacostia, or remote HQ site)

**Second:** Complete Part I -
- Enter required information in Blocks 1-9
- If you have taken Information Assurance training, complete Block 10 now
- If not, follow guidelines for requirement #1, above, then complete Block 10

**Third:** Complete User Agreement section of Part II (skip Blocks 11-21) -
- Read User Agreement & User Responsibilities (Block 22)
- If you are working on-screen at a CAC-enabled computer, type name in Block 23, click Block 24 to bring up digital signature box, click SIGN, then enter date in Block 25
- Otherwise, print out form & fill in Blocks 23-25

**Fourth:** Forward form for CNIC supervisor signature -
- If completing form on a CAC-enabled computer, click gray E-MAIL SUBMIT tab on SAAR-N screen & e-mail form to CNIC supervisor
- Otherwise, bring hard copy to on-site check-in

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td><strong>Common Access Card (CAC)</strong>&lt;br&gt;You must have a valid CAC to complete check-in&lt;br&gt;<strong>If your CAC needs updating, contact your company’s security office</strong>&lt;br&gt;<strong>If you have never had a CAC, see “Pre-Arrival IF APPLICABLE” requirement 11c below, for obtaining a new Navy civilian CAC</strong></td>
<td>To update CAC: Your Company’s CNIC HQ Project Manager OR Your N Code EA</td>
</tr>
<tr>
<td>6</td>
<td><strong>Trusted Associate Sponsorship System (TASS)</strong>&lt;br&gt;You must be registered in TASS to be granted access to CNIC HQ &amp; to NMCI computers&lt;br&gt;Contact your company's CNIC HQ Project Manager or CNIC HQ N Code EA to ensure that you have an active record in CVS&lt;br&gt;Note: A VAR on file is required before CNIC can create a record for you in TASS; see requirement #1 above for VAR guidelines</td>
<td>Your Company’s CNIC HQ Project Manager OR Your N Code EA</td>
</tr>
<tr>
<td>7</td>
<td><strong>Security Forms &amp; Briefing</strong>&lt;br&gt;Complete security requirements in 6a-c below&lt;br&gt;Note: CNIC personnel who will work at remote HQ sites should contact local CNIC HQ Security POCs</td>
<td>N00C HQ Security Office (see contact info at #1 above) Local CNIC HQ Security POC</td>
</tr>
<tr>
<td>7a</td>
<td><strong>Security Check-In &amp; Request for Access</strong>&lt;br&gt;Print out, fill in personal information, &amp; bring form to on-site check-in for supervisor's signature &amp; HQ Security sign-off</td>
<td></td>
</tr>
<tr>
<td>7b</td>
<td><strong>Classified Information Non-Disclosure Agreement</strong>&lt;br&gt;Print out form &amp; bring when you report to HQ Security, for witnessed signature</td>
<td></td>
</tr>
<tr>
<td>7c</td>
<td><strong>DoD Initial Security Awareness Indociliation Briefing</strong>&lt;br&gt;First: Read DoD Initial Security Awareness Indociliation at: <a href="https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf">https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf</a>. This briefing is also located at the CNIC Public Website under Forms-Documents Library, then click under Security: Initial Security Indociliation Brief_2016.ppt.&lt;br&gt;Second: Print out &amp; sign certificate of completion for on-site submittal to HQ Security. It is also available on the CNIC Public Website under Forms-Documents Library, then click under Security: DoD Initial Security Indociliation.docx.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Name Tag (if applicable)</strong>&lt;br&gt;Contact your company's CNIC Project Manager to obtain a CNIC-appropriate name tag</td>
<td>Your Company’s CNIC HQ Project Manager</td>
</tr>
<tr>
<td>Step</td>
<td>Pre-Arrival IF APPLICABLE</td>
<td>On-Site REQUIRED</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>9</td>
<td>Workspace, Computer, &amp; Desk Phone Set-Up</td>
<td>Contact your CNIC N Code EA to obtain your workspace location &amp; telephone number</td>
</tr>
<tr>
<td>10</td>
<td>IF your CNIC HQ position requires your Top Secret clearance</td>
<td>Print out Personal Attestation Upon the Granting of a Security Clearance and/or Access form &amp; bring to HQ Security when you check in, for completion &amp; signing</td>
</tr>
<tr>
<td>11</td>
<td>IF you do not currently hold a valid CNIC-issued Common Access Card (CAC)</td>
<td>Follow the guidelines that pertain to your current CAC status (10a-c below)</td>
</tr>
<tr>
<td>11a</td>
<td>IF you hold a valid CAC issued by another Navy component</td>
<td>First: Turn in your CAC to the security office at your current government organization Second: Follow the guidelines for new Navy CAC application at 10c below</td>
</tr>
<tr>
<td>11b</td>
<td>IF you hold a valid CAC issued by another DOD organization</td>
<td>First: Turn in your CAC to the security office at your current government organization Second: Follow the guidelines for new Navy CAC application at 10c below</td>
</tr>
<tr>
<td>11c</td>
<td>IF you are applying for a new Navy civilian CAC</td>
<td>Complete requisite activities for obtaining security clearance level required for CNIC position Contact your company’s security office for guidelines &amp; assistance on obtaining a security clearance &amp; applying for a CAC</td>
</tr>
<tr>
<td>12</td>
<td>N Code Supervisor Signatures</td>
<td>First: Obtain N Code supervisor’s signature on Security Check-In &amp; Request for Access form Second: Ensure that N Code supervisor has signed your SAAR-N - If you worked the SAAR-N on a CAC-enabled computer &amp; electronically forwarded it to your supervisor, validate that supervisor digitally signed &amp; forwarded form to HQ Security Otherwise, have supervisor complete SAAR-N Part II Blocks 11-21 in hard copy now</td>
</tr>
<tr>
<td>13</td>
<td>Total Workforce Management Services (TWMS)</td>
<td>You must have an established TWMS record to complete daily muster &amp; required training, &amp; for access to CNIC Gateway 2.0 Meet with your N Code EA &amp; provide required information for EA to create “gain” record in TWMS</td>
</tr>
<tr>
<td>14</td>
<td>Security Sign-Offs</td>
<td>Check in with HQ Security for sign-offs &amp; witnessed signature (13a-e below)</td>
</tr>
<tr>
<td>14a</td>
<td>SAAR-N (OPNAV 5239/14 Rev 9/2011)</td>
<td>If your supervisor completed &amp; signed a hard copy of your SAAR-N, submit the form now If you did not digitally sign the SAAR-N you e-mailed to your N Code supervisor during pre-arrival activities, sign hard copy for HQ Security now</td>
</tr>
<tr>
<td>14b</td>
<td>Security Check-In &amp; Request for Access</td>
<td>Submit completed form signed by your N Code Supervisor</td>
</tr>
<tr>
<td>14c</td>
<td>Classified Information Non-Disclosure Agreement</td>
<td>Have your signature witnessed by HQ Security</td>
</tr>
<tr>
<td>14d</td>
<td>DoD Initial Security Awareness Indoctrination Briefing</td>
<td>Submit signed certificate of completion</td>
</tr>
<tr>
<td>14e</td>
<td>Other</td>
<td>See “On Site IF APPLICABLE” requirements 14, 15, 16, &amp; 17, below</td>
</tr>
<tr>
<td>15</td>
<td>IF you will require Pentagon access</td>
<td>If you will require access to the Pentagon, you must read &amp; sign “Acknowledgement – Visitor, No Escort”</td>
</tr>
</tbody>
</table>
| 16 | IF your CNIC position requires your Top Secret clearance | Bring Personal Attestation Upon the Granting of a Security Clearance and/or Access Form to HQ Security for completion & witnessed signing | N00C HQ Security Office (see contact info at #1 above)  
Local CNIC HQ Security POC |
| 17 | IF you will be working in Washington Navy Yard Building 111 SIPR Café | SIPR Café forms are posted on the NMCI share drive; contact N Code EA or the CNIC HQ Check-In/Out Coordinator to access these forms  
First: Review Process for Gaining Access to SIPR Café  
Second: Read CNIC SIPRNET User Agreement  
Third: Print out second page of user agreement, complete, & submit to HQ Security Office  
Fourth: Read NATO Security Brief Training  
Fifth: Print out NATO Briefing Certificate Signature Cards, complete, & submit to N64 SIPRNET Support POC or HQ Security Office | Primary – N64 POC  
Bldg. 111, 4th Fl., Cubicle 401-32  
(202) 433-3411  
Secondary – N00C HQ Security Office (see contact info at #1 above) |
| 18 | IF you wish to obtain CAC on site | If you recently completed requirements for a CAC, you may obtain the card at Washington Navy Yard (WNY) CAC Office or Joint Base Anacostia-Bolling (JBAB) CAC Office  
**WNY CAC Office Hours:** Mon.-Fri. 0530-1630  
**JBAB CAC Office Hours:** Mon.-Fri. 0730-1500  
Walk-ins are accommodated until 1500; appointments can be made at http://appointments.cac.navy.mil  
Note: You will need to produce two forms of identification to complete your CAC application | Washington Navy Yard CAC Office  
O Street Gate, Visitors Center Building 126  
(202) 685-1208  
Joint Base Anacostia-Bolling CAC Office  
Building 92  
(202) 433-4012 |
| 19 | IF you will be driving to CNIC HQ Washington Navy Yard or Joint Base Anacostia-Bolling | If you recently completed requirements for a CAC, you may obtain the card at Washington Navy Yard (WNY) CAC Office or Joint Base Anacostia-Bolling (JBAB) CAC Office  
**WNY CAC Office Hours:** Mon.-Fri. 0530-1630  
**JBAB CAC Office Hours:** Mon.-Fri. 0730-1500  
Walk-ins are accommodated until 1500; appointments can be made at http://appointments.cac.navy.mil  
Note: You will need to produce two forms of identification to complete your CAC application | Naval Support Activity Washington (NSAW) Pass-ID Office  
WNY Visitor Control Center  
O Street Gate, Building 126  
(202) 433-3735 |

Required Building Pass & “Security Awareness Briefing Objectives”  
These forms are two sides of a single document; contact your N Code EA or the HQ Check-In/Out Coordinator to obtain a copy  
**First:** Read BOTH SIDES of document  
**Second:** Sign & date both sides of document, & submit to HQ Security  

**Phase 1 Check-In Complete**  
**Return this initialed check-in form to HQ Check-in/Out Coordinator**  
**WNY, Bldg 111, Suite 101, Cub. #260, (202) 433-6888**