

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 and workspace/equipment set-up 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.
- For items which have names in the Check-In Action Office/POC, these items must be signed by those individuals. Items with names **CAN NOT** be signed by the individual checking in.

PLEASE RETURN THE COMPLETED CHECK SHEET TO THE CNIC HQ CHECK-IN/OUT COORDINATOR

Your name:	Expected on-site arrival date:	N-Code reporting to:
Supervisor name:	Supervisor phone:	Building, Room, Cub.:
Sponsor name:	Sponsor phone:	
Exec. Ass't (EA) name:	EA phone:	
Where will you be working? Washington Navy Yard (WNY) _____		(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325
Remote site [name site] _____		

	Requirement	Your Action	Check-In Action Office/POC	Initials/Date
Pre-Arrival REQUIRED				
1	Information Assurance (IA) Training	<p>First: Complete IA training - With a Common Access Card (CAC) -</p> <ul style="list-style-type: none"> • Via NKO: http://www.nko.navy.mil • Via TWMS: https://mytwms.navy.mil/online_training/ <p>Without a CAC -</p> <ul style="list-style-type: none"> • Via DISA: http://iase.disa.mil/eta/cyberchallenge/launchPage.htm <p>Second: Notify N Code EA of completion -</p> <ul style="list-style-type: none"> • If you took IA training via NKO or DISA, fax or e-mail completion certificate to EA • If you took IA training through TWMS, inform EA, who will notify N64 to verify your completion 	N64 Information Assurance (IA) Point of Contact (POC) Bldg. 111, 4 th Fl, Cubicle 401-32 (202) 433-3411	
2	<p>SAAR-N Form (OPNAV 5239/14, Rev 9/2011)</p> <p><i>This form replaces OPNAV 5239/14 Rev 7/2008, which is now OBSOLETE</i></p>	<p>All CNIC HQ personnel must submit a System Authorization Access Request-Navy (SAAR-N) form</p> <p>The SAAR-N can be completed & forwarded electronically on a CAC-enabled computer:</p> <ul style="list-style-type: none"> • Activate JavaScript on the computer • Once you have called up the SAAR-N, click "ENABLE ALL FEATURES" above first screen page of form <p>Question-by-question SAAR-N instructions are included on the SAAR-N form following Block 33b</p> <p>CNIC-specific guidelines are set out below</p> <p>First: Complete preliminary section -</p> <ul style="list-style-type: none"> • 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) <p>Second: Complete Part I -</p> <ul style="list-style-type: none"> • 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 <p>Third: Complete <i>User Agreement</i> section of Part II</p>	N64 Information Assurance (IA) POC (see contact info above)	

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		<p>(skip Blocks 11-21) -</p> <ul style="list-style-type: none"> Read <i>User Agreement & User Responsibilities</i> (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 <p>Fourth: Forward form for CNIC supervisor signature -</p> <ul style="list-style-type: none"> 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 		
3	MILPERS Travel Claims & PSD Forms	<p>First: Read cover sheet, then print out required forms from PSD Gain Package</p> <p>Second: Complete forms & bring with you for on-site submittal to MILPERS POC</p>	N00C HQ MILPERS POC Bldg. 111, 1 st Fl, Cubicle 260 (202) 433-6888	
4	Common Access Card (CAC)	<p><i>You must have a valid CAC to complete check-in</i></p> <p>If your CAC is not up to date, contact current command for assistance</p>	Current Command	
5	Security Forms & Briefing	<p><i>Complete security requirements 5a-c below</i></p> <p><i>Note: CNIC personnel at remote HQ sites must check in with local CNIC HQ Security POCs</i></p>	Local CNIC HQ Security Office Bldg. 111, Ste 102, (202) 433-9687	
5a	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Print out, complete, & bring form to on-site check-in for supervisor's signature & HQ Security sign-off		
5b	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Print out form & bring when you report to HQ Security, for witnessed signature		
5c	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	<p>First: Read <i>DoD Initial Security Awareness Indoctrination</i> at: https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf This briefing is also located at the CNIC Public Website under Forms-Documents Library, then click under Security: Initial Security Indoctrination Brief_2016.ppt.</p> <p>Second: Print out & 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 Indoctrination.docx.</p>		
6	Name Tag	Notify your CNIC HQ Sponsor or N Code EA of how name should appear on name tag (call, e-mail, or submit completed <i>Name Tag</i> form)	N Code Sponsor/EA	
7	Workspace, Computer, & Desk Phone Set-Up	Contact your CNIC N Code EA to obtain your workspace location & telephone number	N Code EA	
Pre-Arrival IF APPLICABLE				
8	IF you have a Government Travel Card	Contact your current organization's government travel card representative to deactivate account there	Your current command's Government Travel Card Rep	
9	IF CNIC HQ position requires your Top Secret clearance	Print out <i>Personal Attestation Upon the Granting of a Security Clearance and/or Access</i> form & bring to HQ Security when you check in, for completion & signing	Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9687	
On-Site REQUIRED				
10	N Code Supervisor Signatures	<p>First: Obtain N Code supervisor's signature on <i>Security Check-In & Request for Access</i> form</p> <p>Second: Ensure that N Code supervisor has signed your SAAR-N-</p> <ul style="list-style-type: none"> If you worked the SAAR-Non a CAC-enabled computer & electronically forwarded it to your supervisor, validate that supervisor digitally signed & forwarded form to HQ Security Otherwise, have supervisor complete SAAR-N Part II Blocks 11-21 in hard copy now 	N Code Supervisor	

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11	Total Workforce Management Services (TWMS) Record	<i>You must have an established TWMS record to complete daily muster & required training, & for access to CNIC Gateway 2.0</i> Meet with your N Code EA & provide required information for EA to create "gain" record in TWMS	N Code EA	
12	HQ Security Sign-Offs	<i>Check in with HQ Security for required sign-offs & witnessed signature (12a-f below)</i>		
12a	<ul style="list-style-type: none"> SAAR-N(OPNAV 5239/14, Rev 9/2011) 	If your supervisor completed & 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	Local CNIC HQ Security Office Bldg. 111, Ste 102 (202) 433-9687	
12b	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Submit completed form signed by your N Code Supervisor		
12c	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Have your signature witnessed by HQ Security		
12d	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	Submit signed certificate of completion		
12e	<ul style="list-style-type: none"> DoD / Pentagon Requirement 	Navy military personnel & Department of Navy civilians must read & sign "Acknowledgement – Visitor, No Escort 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	N Code EA or HQ Check-In/Out Coordinator Bldg. 111, 1 st Fl., Cubicle 260 (202) 433-6888	
12f	<ul style="list-style-type: none"> Other 	See "On Site If Applicable" # 16, 17, & 18, below		
13	Urinalysis Program Coordinator (UPC)	Check in with CNIC HQ UPC & provide required information to schedule urinalysis, in compliance with OPNAV drug-testing requirements for military MUST BE COMPLETED WITHIN 72 HRS OF REPORTING ONBD!	Urinalysis Program Coordinator Building 111, 3rd Fl. Room 304 Cub 41 (202) 433-3941	
14	Drug & Alcohol Program Advisor (DAPA)	Contact CNIC HQ DAPA & provide required information	Drug & Alcohol Program Advisor (202) 433-4321	
On-Site IF APPLICABLE				
15	IF your CNIC HQ position requires your Top Secret clearance	Bring <i>Personal Attestation Upon the Granting of a Security Clearance and/or Access</i> form to HQ Security for completion & witnessed signing	HQ Security Office (see contact info at #5 above) Local CNIC HQ Security POC	
16	IF you will be working in Washington Navy Yard Building 111 SIPR Café	<i>SIPR Café forms are posted on the NMCI share drive; contact your N Code EA or the HQ Check-In/Out Coordinator to access these forms</i> First: Read <i>Process for Gaining Access to SIPR Café</i> Second: Read <i>CNIC SIPRNET User Agreement</i> Third: Print out second page of user agreement, complete, & submit to HQ Security Office Fourth: Read <i>NATO Security Brief Training</i> Fifth: Print out <i>NATO Briefing Certificate Signature Cards</i> , complete, & submit to N64 SIPRNet Support POC or HQ Security Office	Primary – N64 SIPRNet Support POC Bldg. 111, 4 th Fl., Cub 401-04 202-433-3613 Secondary – N00C HQ Security Office (see contact info at #5 above)	
17	IF you wish to obtain CAC on site <i>Note: You will need to produce two forms of identification to complete your CAC application</i>	<i>If you have recently completed CAC requirements, you may obtain card at Washington Navy Yard (WNY) or Joint Base Anacostia-Bolling (JBAB) CAC Office</i> 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	Washington Navy Yard CAC Office O Street Gate, Visitor Center Building 126 (202) 685-1208 Joint Base Anacostia-Bolling CAC Office Building 92 (202) 433-4012	

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18	IF you will be driving to CNIC HQ Washington Navy Yard or Joint Base Anacostia-Bolling	<p>First: Read <i>General Vehicle Information</i></p> <p>Second: Print out <i>DON Local Population ID Card/Base Access PASS Registration form, SECNAV 5512/1</i>, The direct link is: https://navalfoms.documentservices.dla.mil/formsDir/SECNAV_5512_1_11787.pdf & submit completed form to Pass-ID Office along with auto registration & proof of insurance</p>	<p>NSA Washington Pass-ID Office WNY Visitor Control Center O Street Gate, Building 126 (202) 433-3735</p>
19	IF you will be taking public transportation in the Washington DC metro area	<p>For information on TIP (Transportation Incentive Program), the federal government's public transportation subsidy, go to: http://www.fmo.navy.mil/services/tip/tip.htm</p> <p>Direct Metro Subsidy Application for Employees Traveling Inside of the National Capital Region: http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm</p> <p>Commuter Rideshare Program: http://www.commuterpage.com/pages/transportation-options/ridesharing/</p>	

Phase 1 Check-In Complete Return to HQ Check-in/Out Coordinator N00C HQ Check-In/Out Coordinator,
 WNY, Build 111, Suite 101, Cub. #260, (202) 433-6888