

- 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 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:	NAF employees check here: <input type="checkbox"/>
Exec. Ass't (EA) name:	EA phone:	(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325
Work Location: Washington Navy Yard (WNY) _____ Remote site [name of site] _____		

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

		<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	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 your current organization's Security Office for assistance</p> <p>If you are applying for a new civilian Navy CAC, see "Pre-Arrival IF APPLICABLE" requirement 9c below</p>	<p>To update CAC: Current Org</p> <p>To obtain new Navy CAC: See Requirement 8, below</p>	
4	Security Forms & Briefing	<p><i>Complete security requirements 4a-c below</i></p> <p><i>Note: CNIC personnel working at remote HQ sites must check in with local CNIC HQ Security POCs</i></p>	<p>N00C HQ Security Office</p> <p>Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9687</p>	
4a	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Print out, fill in personal information, & bring form to on-site check-in for supervisor's signature & HQ Security sign-offs		
4b	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Print out form & bring when you report to HQ Security for witnessed signature		
4c	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	<p>Read <i>DoD Initial Security Awareness Indoctrination</i> at: http://www.secnav.navy.mil/dusnp/Security/Documents/InitialSecurityBriefing.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>		
5	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				
6	IF you have a Government Travel Card	Contact your current organization's government travel card representative to deactivate account	Your current organization's Government Travel Card Rep	
7	IF your 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 during on-site check-in	<p>N00C HQ Security Office</p> <p>Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9687</p>	
8	IF you do not currently hold a valid CNIC-issued civilian Common Access Card	<i>Follow the guidelines that pertain to your current CAC status (9a-c below)</i>		
8a	<ul style="list-style-type: none"> IF you hold a valid civilian CAC issued by another Navy component 	<p>First: Turn in your CAC to the security office at your current government organization</p> <p>Second: Follow the guidelines for new Navy civilian CAC application (9c below)</p>		
8b	<ul style="list-style-type: none"> IF you hold a valid civilian CAC issued by another DOD organization 	<p>First: Turn in your CAC to the security office at your current government organization</p> <p>Second: Follow the guidelines for new Navy civilian CAC application (9c below)</p>		
8c	<ul style="list-style-type: none"> IF you are applying for a new Navy civilian CAC 	<p>Complete requirements for obtaining the security clearance level for the position you will fill at HQ</p> <p>Contact HQ Security for further guidelines &</p>	<p>N00C HQ Security Office (see contact info at #4 above)</p> <p>Local CNIC HQ Security POC</p>	

		assistance if needed		
On-Site REQUIRED				
9	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-N on 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	
10	Total Workforce Management Services (TWMS) Record	<p><i>You must have an established TWMS record to complete daily muster & required training, & for access to CNIC Gateway 2.0</i></p> <p>Meet with your NCode EA & provide required information for EA to create "gain" record in TWMS</p>	N Code EA	
11	HQ Security Sign-Offs	<i>Check in with HQ Security for required sign-offs & witnessed signature (12a-f below)</i>	<p>N00C HQ Security Office Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9687 or (202) 433-9688</p>	
11a	<ul style="list-style-type: none"> SAAR-N Form (OPNAV 5239/14 Rev 9/2011) 	<p>If your supervisor completed & signed a hard copy of your SAAR-N, submit the form now</p> <p>If you did not digitally sign the SAAR-N you e-mailed to your N Code supervisor during pre-arrival activities, manually sign hard copy for HQ Security now</p>		
11b	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Submit completed form signed by your N Code supervisor		
11c	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Have signature witnessed by HQ Security		
11d	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	Submit signed certificate of completion		
11e	<ul style="list-style-type: none"> DoD / Pentagon Requirement 	<p>Navy military personnel & Department of Navy civilians must read & sign "<i>Acknowledgement – Visitor, No Escort Required Building Pass</i>" & "<i>Security Awareness Briefing Objectives</i>"</p> <p>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</p> <p>First: Read both sides of document</p> <p>Second: Sign & date both sides of document, & submit to HQ Security</p>		<p>N00C HQ Security Office Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9687 or (202) 433-9688</p>
11f	<ul style="list-style-type: none"> Other 	See "On Site IF APPLICABLE" requirements 13, 14, & 15, below		
On-Site IF APPLICABLE				
12	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	<p>N00C HQ Security Office (see contact info at #12 above)</p> <p>Local CNIC HQ Security POC</p>	
13	IF you will be working in Washington Navy Yard Building 111 SIPR Café	<p><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></p> <p>First: Review <i>Process for Gaining Access to SIPR Café</i></p> <p>Second: Read <i>CNIC SIPRNET User Agreement</i></p> <p>Third: Print out second page of user agreement, complete, & submit to HQ Security Office</p> <p>Fourth: Read <i>NATO Security Brief Training</i></p> <p>Fifth: Print out <i>NATO Briefing Certificate Signature Cards</i>, complete, & submit to N64 SIPRNet Support POC or HQ Security Office</p>	<p>Primary – N64 POC Bldg. 111, 4th Fl., Cub 401-04 202-433-3613</p> <p>Secondary – N00C HQ Security Office (see contact info at #5 above)</p>	
14	IF your new civilian CAC is pending	Your SF-50 must be processed & cleared by CNIC HRO (Human Resources Office) before you can		

		receive a CAC; this can take up to 10 business days from the day of your arrival on site at CNIC HQ		
15	IF you wish to obtain CAC on site	<p>Once your SF-50 is processed, you may obtain your CAC at Washington Navy Yard (WNY) CAC Office or Joint Base Anacostia-Bolling (JBAB) CAC Office</p> <p>WNY CAC Office Hours: Mon.-Fri. 0530-1630</p> <p>JBAB CAC Office Hours: Mon.- Fri. 0730-1500</p> <p>Walk-ins are accommodated until 1500; appointments can be made at http://appointments.cac.navy.mil</p> <p><i>Note: You will need to produce two forms of identification in order to complete your CAC application</i></p>	<p>Washington Navy Yard CAC Office O Street Gate, Visitor Center Building 126 (202) 685-1208</p> <p>Joint Base Anacostia-Bolling CAC Office Building 92 (202) 433-4012</p>	
16	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>	
17	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/Divisions/FMO3/transportation_incentive_program.html</p> <p>Direct Metro Subsidy Application for Employees Traveling Inside of the National Capital Region: http://www.whs.mil/mass-transportation-benefit-program</p> <p>Commuter Rideshare Program: http://www.commuterpage.com/pages/transportation-options/ridesharing/</p>		
18	IF you are filling a Testing-Designated Position (TDP)	<p><i>You should already have information on your responsibilities in filling a drug-test-required position</i></p> <p>Report to the CNIC HQ Drug Program Coordinator (DPC) for guidelines on immediate requirements</p>	<p>Drug Program Coordinator (DPC) Bldg. 111, 2nd Fl., Cub. #203-007 (202) 433-0557</p>	
	Phase 1 Check-In Complete	Return this initialed check-in form to the HQ Check-in/Out Coordinator	N00C HQ Check-In/Out Coord. WNY, Bldg 111, Ste 101, Cub. #260; (202) 433-6888	