

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 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.

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:	(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325
Where will you be working? Joint Base Anacostia-Bolling (JBAB) ___ Washington Navy Yard (WNY) ___ Remote site [name site] _____		

	Requirement	Your Action	Check-In Action Office/POC	Initials/Date
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Pre-Arrival **REQUIRED**

1	Visit Authorization Request (VAR)	Verify that a VAR has been submitted through your company's security office to HQ Security <i>Note: CNIC personnel who will work at remote HQ sites should contact their local CNIC HQ Security points of contact (POCs)</i>	Your Company AND HQ Security N00C HQ Security Office WNY, Building 46 (202) 433-9688, Room 100 (202) 433-9687, Cubicle #13 Local CNIC HQ Security POC	
2	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 • Via TWMS: https://twms.nmci.navy.mil/selfservice/online_training/ <i>Without a CAC -</i> <ul style="list-style-type: none"> • Via DISA: http://iase.disa.mil/eta/iaav10/index.htm Second: Notify N Code EA of completion – <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 view completion certificate 	N64 Information Assurance (IA) POC JBAB, Building 168, 3 rd Fl (202) 433-3613, Cub. #323-13 (202) 433-3411, Cub. #323-12	
3	SAAR-N (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, Anacostia, or remote 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, 	N64 Information Assurance (IA) POC (see contact info at #2 above)	

		<p>complete Block 10 now</p> <ul style="list-style-type: none"> If not, follow guidelines for requirement #1, above, then complete Block 10 <p>Third: Complete <i>User Agreement</i> section of Part II (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 		
4	Common Access Card (CAC)	<p><i>You must have a valid CAC to complete check-in</i></p> <p>If your CAC needs updating, contact your company's security office</p> <p>If you have never had a CAC, see "Pre-Arrival IF APPLICABLE" requirement 11c below, for obtaining a new Navy civilian CAC</p>	<p><i>To update CAC: Your Company</i></p> <p><i>To obtain new Navy CAC: See Requirement #10c, below)</i></p>	
5	Contractor Verification System (CVS)	<p><i>You must be registered in CVS to be granted access to CNIC HQ & to NMCI computers</i></p> <p>Contact your company's CNIC HQ Project Manager or CNIC HQ N Code EA to ensure that you have an active record in CVS</p> <p><u>Note:</u> A VAR on file is required before CNIC can create a record for you in CVS; see requirement #1 above for VAR guidelines</p>	<p>Your Company's CNIC HQ Project Manager OR</p> <p>Your N Code EA</p>	
6	Security Forms & Briefing	<p><i>Complete security requirements in 6a-c below</i></p> <p><u>Note:</u> CNIC personnel who will work at remote HQ sites should contact local CNIC HQ Security POCs</p>	<p>N00C HQ Security Office (see contact info at #1 above)</p> <p>Local CNIC HQ Security POC</p>	
6a	<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-off		
6b	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Print out form & bring when you report to HQ Security, for witnessed signature		
6c	<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</p> <p>Second: Print out & sign certificate of completion for on-site submittal to HQ Security</p>		
7	Name Tag	Contact your company's CNIC Project Manager to obtain a CNIC-appropriate name tag	Your Company's CNIC HQ Project Manager	
8	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				
9	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 when you check in, for completion & signing	N00C HQ Security Office (see contact info at #1 above)	Local CNIC HQ Security POC
10	IF you do not currently hold a valid CNIC-issued Common Access Card (CAC)	<i>Follow the guidelines that pertain to your current CAC status (10a-c below)</i>		
10a	<ul style="list-style-type: none"> IF you hold a valid 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 CAC application at 10c below</p>		

10b	<ul style="list-style-type: none"> IF you hold a valid 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 CAC application at 10c below</p>		
10c	<ul style="list-style-type: none"> IF you are applying for a new Navy civilian CAC 	<p>Complete requisite activities for obtaining security clearance level required for CNIC position</p> <p>Contact your company's security office for guidelines & assistance on obtaining a security clearance & applying for a CAC</p>	Your Company's Security Office	
On-Site REQUIRED				
11	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	
12	Total Workforce Management Services (TWMS)	<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 N Code EA & provide required information for EA to create "gain" record in TWMS</p>	N Code EA	
13	Security Sign-Offs	<i>Check in with HQ Security for sign-offs & witnessed signature (13a-e below)</i>	N00C HQ Security Office (see contact info at #1 above) Local CNIC HQ Security POC	
13a	<ul style="list-style-type: none"> SAAR-N (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, sign hard copy for HQ Security now</p>		
13b	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Submit completed form signed by your N Code Supervisor		
13c	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Have your signature witnessed by HQ Security		
13d	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	Submit signed certificate of completion		
13e	<ul style="list-style-type: none"> Other 	See "On Site IF APPLICABLE" requirements 14, 15, 16, & 17, below		
On-Site IF APPLICABLE				
14	IF you will require Pentagon access	<p>If you will require access to the Pentagon, you must read & sign "Acknowledgement – Visitor, No Escort Required Building Pass" & "Security Awareness Briefing Objectives"</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>	N Code EA or HQ Check-In/Out Coordinator WNY, Bldg 111, Suite 101, Cub. #258 (202) 433-0832	
15	IF your CNIC 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	N00C HQ Security Office (see contact info at #1 above) Local CNIC HQ Security POC	
16	IF you will be working in Anacostia Building 168	Contact HQ Security Office or N64 Information Assurance POC to ensure that your CAC has been entered into the Enabler system for before/after-hours building access	Primary – N00C HQ Security Office (see contact info at #1 above) Secondary – N64 POC (see contact info at #17 below)	

CNIC HQ **CONTRACTOR** CHECK-IN

Phase 1

17	<p>IF you will be working in Washington Navy Yard Building 111 SIPR Café</p>	<p><i>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</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 JBAB, Bldg 168, 3rd Fl, Cub. #323-13 (202) 433-3613</p> <p>Secondary – N00C HQ Security Office (see contact info at #1 above)</p>
18	<p>IF you wish to obtain CAC on site</p>	<p>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</p> <p>WNY CAC Office Hours: Mon.-Fri. 0530-1630 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 to complete your CAC application</i></p>	<p>Washington Navy Yard CAC Office O Street Gate, Visitors Center Building 126 (202) 685-1208</p> <p>Joint Base Anacostia-Bolling CAC Office Building 92 (202) 433-4012</p>
	<p>Phase 1 Check-In Complete</p>	<p>Return this initialed check-in form to HQ Check-in/Out Coordinator</p>	<p>N00C HQ Check-In/Out Coordinator WNY, Bldg 111, Suite 101, Cub. #258 (202) 433-0832</p>