

- 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
<b>Pre-Arrival REQUIRED</b>				
1	Arrival Interview with Chief of Staff	Contact LCDR Tiner, 202-433-4659, <a href="mailto:Gregory.I.tiner@navy.mil">Gregory.I.tiner@navy.mil</a> to schedule Arrival Interview	Flag Suite 202-433-3200	
2	Information Assurance (IA) Training	<b>First:</b> Complete IA training - <i>With a Common Access Card (CAC) -</i> <ul style="list-style-type: none"> <li>• Via NKO: <a href="http://www.nko.navy.mil">http://www.nko.navy.mil</a></li> <li>• Via TWMS: <a href="https://twms.navy.mil/selfservice/online_Training/?tab=2">https://twms.navy.mil/selfservice/online_Training/?tab=2</a></li> </ul> <i>Without a CAC -</i> <ul style="list-style-type: none"> <li>• Via DISA: <a href="http://iatraining.disa.mil/eta/cyberchallenge_v3_fy15/launchPage.htm">http://iatraining.disa.mil/eta/cyberchallenge_v3_fy15/launchPage.htm</a></li> <li>• <b>Second:</b> Notify N Code EA of completion -</li> <li>• If you took IA training via NKO or DISA, fax or e-mail completion certificate to N Code EA</li> <li>• If you took IA training through TWMS, inform EA, who will notify N64 to view your completion certificate</li> </ul>	<b>N64 Information Assurance (IA) Point of Contact (POC)</b> Bldg. 111, 4 <sup>th</sup> 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  <b>Cyber Awareness Challenge 2019</b>  <a href="https://iatraining.disa.mil/eta/cyber-awareness-challenge/launchPage.htm">https://iatraining.disa.mil/eta/cyber-awareness-challenge/launchPage.htm</a>	<b>N64 Information Assurance (IA) Point of Contact (POC)</b> Bldg. 111, 4 <sup>th</sup> Fl, Cubicle 401-32 (202) 433-3411	
4	<b>SAAR-N Form (OPNAV 5239/14; Rev 9/2011)</b>  <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"> <li>• Activate JavaScript on the computer</li> <li>• Once you have called up the SAAR-N, click "ENABLE ALL FEATURES" above first screen page of form</li> </ul> Question-by-question SAAR-N instructions are included on the SAAR-N form following Block 33b CNIC-specific guidelines are set out below  <b>First:</b> Complete preliminary section - <ul style="list-style-type: none"> <li>• TYPE OF REQUEST - Select "INITIAL"</li> <li>• DATE - Enter date you are completing form</li> </ul>	<b>N64 Information Assurance (IA) POC</b> (see contact info above)	

		<ul style="list-style-type: none"> <li>SYSTEM NAME - Enter "NMCI"</li> <li>LOCATION - Enter CNIC HQ location (Washington Navy Yard or Anacostia) or name of remote CNIC HQ site</li> </ul> <p><b>Second:</b> Complete Part I -</p> <ul style="list-style-type: none"> <li>Enter required information in Blocks 1-9</li> <li>If you have taken Information Assurance training, complete Block 10 now</li> <li>If not, follow guidelines for requirement #1, above, then complete Block 10</li> </ul> <p><b>Third:</b> Complete <i>User Agreement</i> section of Part II (skip Blocks 11-21) -</p> <ul style="list-style-type: none"> <li>Read <i>User Agreement &amp; User Responsibilities</i> (Block 22)</li> <li>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</li> <li>Otherwise, print out form &amp; fill in Blocks 23-25</li> </ul> <p><b>Fourth:</b> Forward form for CNIC supervisor signature-</p> <ul style="list-style-type: none"> <li>If completing form on a CAC-enabled computer, click gray E-MAIL SUBMIT tab on SAAR-N screen &amp; e-mail form to CNIC supervisor</li> </ul>		
5	<b>Common Access Card (CAC)</b>	<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 If you are applying for a new civilian Navy CAC, see "Pre-Arrival IF APPLICABLE" requirement 9c below</p>	<p>To update CAC: <b>Current Org</b></p> <p>To obtain new Navy CAC: <b>See Requirement 8, below</b></p>	
6	<b>Security Forms &amp; Briefing</b>	<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><b>N00C HQ Security Office</b></p> <p>Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9688</p>	
6a	<ul style="list-style-type: none"> <li>Security Check-In &amp; Request for Access</li> </ul>	Print out, fill in personal information, & bring form to on-site check-in for supervisor's signature & HQ Security sign-offs		
6b	<ul style="list-style-type: none"> <li>Classified Information Non-Disclosure Agreement</li> </ul>	Print out form & bring when you report to HQ Security for witnessed signature		
6c	<ul style="list-style-type: none"> <li>DoD Initial Security Awareness Indoctrination Briefing</li> </ul>	<p>Read <i>DoD Initial Security Awareness Indoctrination</i> at: <a href="http://www.secnnav.navy.mil/dusnp/Security/Documents/InitialSecurityBriefing.pdf">http://www.secnnav.navy.mil/dusnp/Security/Documents/InitialSecurityBriefing.pdf</a>. This briefing is also located at the <b>CNIC Public Website</b> under <b>Forms-Documents Library</b>, then click under <b>Security: Initial Security Indoctrination Brief_2016.ppt</b>.</p> <p><b>Second:</b> Print out &amp; sign certificate of completion for on-site submittal to HQ Security. It is also available on the <b>CNIC Public Website</b> under <b>Forms-Documents Library</b>, then click under <b>Security: DoD Initial Security Indoctrination.docx</b>.</p>		
7	<b>Workspace, Computer, &amp; Desk Phone Set-Up</b>	Contact your CNIC N Code EA to obtain your workspace location & telephone number	<b>N Code EA</b>	
<b>Pre-Arrival IF APPLICABLE</b>				
8	IF you have a <b>Government Travel Card</b>	Contact your current organization's government travel card representative to deactivate account	<b>Your current organization's Government Travel Card Rep</b>	
9	IF your CNIC HQ position requires your <b>Top Secret clearance</b>	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><b>N00C HQ Security Office</b></p> <p>Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9688</p>	
10	IF you <b>do not currently hold a valid CNIC-issued civilian Common Access Card</b>	<i>Follow the guidelines that pertain to your current CAC status (9a-c below)</i>		
10a	<ul style="list-style-type: none"> <li>IF you hold a valid civilian</li> </ul>	<b>First:</b> Turn in your CAC to the security office at your		

	CAC issued by another Navy component	current government organization <b>Second:</b> Follow the guidelines for new Navy civilian CAC application (9c below)		
<b>10b</b>	• IF you hold a valid civilian CAC issued by another DOD organization	<b>First:</b> Turn in your CAC to the security office at your current government organization <b>Second:</b> Follow the guidelines for new Navy civilian CAC application (9c below)		
<b>10c</b>	• IF you are applying for a new Navy civilian CAC	Complete requirements for obtaining the security clearance level for the position you will fill at HQ Contact HQ Security for further guidelines & assistance if needed	<b>N00C HQ Security Office</b> (see contact info at #4 above) <b>Local CNIC HQ Security POC</b>	

**On-Site REQUIRED**

<b>11</b>	<b>N Code Supervisor Signatures</b>	<b>First:</b> Obtain N Code supervisor's signature on <i>Security Check-In &amp; Request for Access</i> form <b>Second:</b> Ensure that N Code supervisor has signed your SAAR-N - <ul style="list-style-type: none"> <li>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</li> <li>Otherwise, have supervisor complete SAAR-N Part II Blocks 11-21 in hard copy now</li> </ul>	<b>N Code Supervisor</b>	
<b>12</b>	<b>Total Workforce Management Services (TWMS) Record</b>	<i>You must have an established TWMS record to complete daily muster &amp; required training, &amp; 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	<b>N Code EA</b>	
<b>13</b>	<b>HQ Security Sign-Offs</b>	<i>Check in with HQ Security for required sign-offs &amp; witnessed signature (12a-f below)</i>	<b>N00C HQ Security Office</b> Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9688	
<b>13a</b>	• SAAR-N Form (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, manually sign hard copy for HQ Security now		
<b>13b</b>	• Security Check-In & Request for Access	Submit completed form signed by your N Code supervisor		
<b>13c</b>	• Classified Information Non-Disclosure Agreement	Have signature witnessed by HQ Security		
<b>13d</b>	• DoD Initial Security Awareness Indoctrination Briefing	Submit signed certificate of completion		
<b>13e</b>	• DoD / Pentagon Requirement	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> "  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  <b>First:</b> Read both sides of document <b>Second:</b> Sign & date both sides of document, & submit to HQ Security	<b>N00C HQ Security Office</b> Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9688	
<b>13f</b>	• Other	See "On Site IF APPLICABLE" requirements 13, 14, & 15, below		

**On-Site IF APPLICABLE**

<b>14</b>	IF your <b>CNIC HQ position</b> requires your <b>Top Secret clearance</b>	Bring <i>Personal Attestation Upon the Granting of a Security Clearance and/or Access</i> form to HQ Security for completion & witnessed signing	<b>N00C HQ Security Office</b> (see contact info at #12 above) <b>Local CNIC HQ Security POC</b>	
<b>15</b>	IF you will be working in Washington Navy Yard Building 111 <b>SIPR Café</b>	<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>  <b>First:</b> Review <i>Process for Gaining Access to SIPR</i>	<b>Primary – N64 POC</b> Bldg. 111, 4th Fl., Cub 401-04 202-433-3613 <b>Secondary – N00C HQ Security</b>	

		<p><i>Café</i>  <b>Second:</b> Read <i>CNIC SIPRNET User Agreement</i>  <b>Third:</b> Print out second page of user agreement, complete, &amp; submit to HQ Security Office  <b>Fourth:</b> Read <i>NATO Security Brief Training</i>  <b>Fifth:</b> Print out <i>NATO Briefing Certificate Signature Cards</i>, complete, &amp; submit to N64 SIPRNet Support POC or HQ Security Office</p>	<p><b>Office</b> (see contact info at #5 above)</p>	
16	IF your new <b>civilian CAC</b> is <b>pending</b>	<p>Your SF-50 must be processed &amp; 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</p>		
17	IF you wish to <b>obtain CAC on site</b>	<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  <b>WNY CAC Office Hours:</b> Mon.-Fri. 0530-1630  <b>JBAB CAC Office Hours:</b> Mon.- Fri. 0730-1500  Walk-ins are accommodated until 1500; appointments can be made at <a href="http://appointments.cac.navy.mil">http://appointments.cac.navy.mil</a>  <i>Note: You will need to produce two forms of identification in order to complete your CAC application</i></p>	<p><b>Washington Navy Yard CAC Office</b>  O Street Gate, Visitor Center  Building 126  (202) 685-1208  <b>Joint Base Anacostia-Bolling CAC Office</b>  Building 92  (202) 433-4012</p>	
18	IF you will be <b>driving</b> to CNIC HQ Washington Navy Yard or Joint Base Anacostia-Bolling	<p><b>First:</b> Read <i>General Vehicle Information</i>  <b>Second:</b> Print out <i>DON Local Population ID Card/Base Access PASS Registration form, SECNAV 5512/1</i>, The direct link is:  <a href="https://navalforms.documentservices.dla.mil/formsDir/_SECNAV_5512_1_11787.pdf">https://navalforms.documentservices.dla.mil/formsDir/_SECNAV_5512_1_11787.pdf</a> &amp; submit completed form to Pass-ID Office along with auto registration &amp; proof of insurance</p>	<p><b>NSA Washington Pass-ID Office</b>  WNY Visitor Control Center  O Street Gate, Building 126  (202) 433-3735</p>	
19	IF you will be taking <b>public transportation</b> in the Washington DC metro area	<p>For information on TIP (Transportation Incentive Program), the federal government's public transportation subsidy, go to:  <a href="http://www.fmo.navy.mil/Divisions/FMO3/transportation_incentive_program.html">http://www.fmo.navy.mil/Divisions/FMO3/transportation_incentive_program.html</a>    Direct Metro Subsidy Application for Employees Traveling Inside of the National Capital Region:  <a href="http://www.whs.mil/mass-transportation-benefit-program">http://www.whs.mil/mass-transportation-benefit-program</a>    Commuter Rideshare Program:  <a href="http://www.commuterpage.com/pages/transportation-options/ridesharing/">http://www.commuterpage.com/pages/transportation-options/ridesharing/</a></p>		
20	IF you are filling a <b>Testing-Designated Position (TDP)</b>	<p><i>You should already have information on your responsibilities in filling a drug-test-required position</i>  Report to NDW Drug Program Coordinator (DPC) for guidelines on immediate requirements.</p>	<p><b>Drug Program Coordinator (DPC)</b>  Mr. Eyosias Tessema (NDW)  Bldg. 101 Suite 300  202-433-2352</p>	
	<b>Phase 1 Check-In Complete</b>	<b>Return this initialed check-in form to the HQ Check-in/Out Coordinator</b>	<b>N04C HQ Check-In/Out Coord. WNY, Bldg 111, Ste 101, Cub. #260; (202) 433-6888</b>	