

CNIC HQ **MILITARY** CHECK-IN

Phase 1

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.

**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's Name:	Supervisor's Phone No.	Building, Room, Cubicle No.
Exec. Ass't (EA) Name:	EA Phone No.	
Where will you be working? Washington Navy Yard (WNY) _____ Remote Site [name site] _____		(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325

	Requirement	Your Action	Check-In Action Officer	Initials/Date
1	Information Assurance (IA) Training	<p>First: Complete IA training</p> <p>With a Common Access Card (CAC):</p> <ul style="list-style-type: none"> • Via NKO: http://www.nko.navy.mil • Via TWMS: https://twms.nmci.navy.mil/selfservice/online_training/ <p>Without a CAC:</p> <ul style="list-style-type: none"> • Via DISA: http://iase.disa.mil/eta/iaav10/index.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 	<p>N64 Information Assurance (IA)</p> <p>Bldg. 111, 4th Fl, Cubicle 401-32 (202) 433-3411</p>	

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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 (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 forms & 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 	<p>N64 Information Assurance (IA) POC (see contact info above)</p>	

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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>	<p>Primary N00C HQ MILPERS POC Bldg. 111, 1st Fl, Cubicle 290 (202) 433-4281</p> <p>Alternate Bldg. 111, 1st Fl, Cubicle 260 (202) 433-6888</p>	
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>	<p>Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9687 or (202) 433-9688</p>	
5a	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	Classified Information Non- Disclosure Agreement	Print out form & bring when you report to HQ Security, for witnessed signature		
5c	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>		
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	

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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 or (202) 433-9688
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-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
11	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 N Code EA & provide required information for EA to create "gain" record in TWMS</p>	N Code EA
12	Military Orders & PSD Forms	<p>Check in with CNIC HQ MILPERS representative to get orders stamped & to pick up a PSD Gain Package if you have not already accessed these forms.</p> <p>You may complete the Gain Package forms & submit them at this time or as part of Phase 2 check-in</p>	<p>N00C HQ MILPERS POC Bldg. 111, 1st Fl, Cubicle 290 (202) 433-4281</p> <p>Alternate Bldg. 111, 1st Fl, Cubicle 260 (202) 433-6888</p>
13	HQ Security Sign-Offs	<i>Check in with HQ Security for required sign-offs & witnessed signature (13a-f below)</i>	
13a	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>	<p>Local CNIC HQ Security Office Bldg. 111, Ste 102 (202) 433-9687 or (202) 433-9688</p>

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13b	Security Check-In & Request for Access	Submit completed form signed by your N Code Supervisor		
13c	Classified Information Non-Disclosure Agreement	Have your signature witnessed by HQ Security		
13d	DoD Initial Security Awareness Indoctrination Briefing	Submit signed certificate of completion		
13e	DoD / Pentagon Requirement	<p>Navy military personnel & Department of Navy civilians 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>	<p>N Code EA or HQ Check-In/Out Coordinator</p> <p>Bldg. 111, 1st Fl., Cubicle 258 (202) 433-6888</p>	
13f	Other	See "On Site If Applicable" # 16, 17, & 18, below		
14	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	<p>Urinalysis Program Coordinator</p> <p>Building 111, 2nd Flr. Cubicle 32 (202) 433-9144</p>	
15	Drug & Alcohol Program Advisor (DAPA)	Contact CNIC HQ DAPA & provide required information	<p>Drug & Alcohol Program Advisor</p> <p>(202) 685-0651</p>	
Off-Site IF APPLICABLE				
16	IF your CNIC HQ position requires a 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>HQ Security Office (see contact info at #5 above)</p> <p>Local CNIC HQ Security POC</p>	

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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 your N Code EA or the HQ Check-In/Out Coordinator to access these forms</i></p> <p>First: Read <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 SIPRNet Support POC</p> <p>Bldg. 111, 4th Fl., Cub 401-04 202-433-3613</p> <p>Secondary – N00C HQ Security Office (see contact info at #5 above)</p>	
18	<p>IF you wish to obtain CAC on site</p> <p><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></p> <p>WNY CAC Office Hours: Mon.- Fri. 0530-1630</p> <p>JBAB CAC Office Hours: Mon.- Fri. 0730-1500 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</p> <p>O Street Gate, Visitor Center Building 126 (202) 685-1208</p> <p>Joint Base Anacostia-Bolling CAC Office</p> <p>Building 92 (202) 433-4012</p>	
Phase 1 Check-In Complete			
	<p style="color: red;">Return this initialed check-in form to HQ Check-in/Out Coordinator</p>	<p style="color: red;">N00C HQ Check-In/Out Coordinator</p> <p style="color: red;">WNY, Building 111, Suite 101, Cub. #260</p> <p style="color: red;">(202) 433-6888</p>	