

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? Washington Navy Yard (WNY) _____ Remote site [name site] _____		

	Requirement	Your Action	Check-In Action Office/POC	Initials/Date
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 N04C HQ Security Office Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9688 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 <ul style="list-style-type: none"> • Via TWMS: https://twms.navy.mil/selfservice/online_Training/?tab=2 • Without a CAC - <ul style="list-style-type: none"> • Via DISA: http://iatraining.disa.mil/eta/cyberchallenge_v3_fy15/launchPage.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 Bldg. 111, 4th 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 Cyber Awareness Challenge 2019 https://iatraining.disa.mil/eta/cyber-awareness-challenge/launchPage.htm	N64 Information Assurance (IA) Point of Contact (POC) Bldg. 111, 4 th Fl, Cubicle 401-32 (202) 433-3411	
4	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 	N64 Information Assurance (IA) POC (see contact info at #2 above)	

		<p>Question-by-question SAAR-N instructions are included on the SAAR-N form following Block 33b 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 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 		
5	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>	
6	Trusted Associate Sponsorship System (TASS)	<p><i>You must be registered in TASS 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><i>Note: A VAR on file is required before CNIC can create a record for you in TASS; see requirement #1 above for VAR guidelines</i></p>	<p>Your Company's CNIC HQ Project Manager OR</p> <p>Your N Code EA</p>	
7	Security Forms & Briefing	<p><i>Complete security requirements in 6a-c below</i></p> <p><i>Note: CNIC personnel who will work at remote HQ sites should contact local CNIC HQ Security POCs</i></p>	<p>N04C HQ Security Office (see contact info at #1 above)</p> <p>Local CNIC HQ Security POC</p>	
7a	<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		
7b	<ul style="list-style-type: none"> • Classified Information Non-Disclosure Agreement 	Print out form & bring when you report to HQ Security, for witnessed signature		
7c	<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>		

CNIC HQ **CONTRACTOR** CHECK-IN

Phase 1

		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 .	
8	Name Tag (if applicable)	Contact your company's CNIC Project Manager to obtain a CNIC-appropriate name tag	Your Company's CNIC HQ Project Manager
9	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			
10	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	N04C HQ Security Office (see contact info at #1 above) Local CNIC HQ Security POC
11	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>	
11a	<ul style="list-style-type: none"> • IF you hold a valid CAC issued by another Navy component 	First: Turn in your CAC to the security office at your current government organization Second: Follow the guidelines for new Navy CAC application at 10c below	
11b	<ul style="list-style-type: none"> • IF you hold a valid CAC issued by another DOD organization 	First: Turn in your CAC to the security office at your current government organization Second: Follow the guidelines for new Navy CAC application at 10c below	
11c	<ul style="list-style-type: none"> • IF you are applying for a new Navy civilian CAC 	Complete requisite activities for obtaining security clearance level required for CNIC position Contact your company's security office for guidelines & assistance on obtaining a security clearance & applying for a CAC	Your Company's Security Office
On-Site REQUIRED			
12	N Code Supervisor Signatures	First: Obtain N Code supervisor's signature on <i>Security Check-In & Request for Access</i> form Second: Ensure that N Code supervisor has signed your SAAR-N - <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
13	Total Workforce Management Services (TWMS)	<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
14	Security Sign-Offs	<i>Check in with HQ Security for sign-offs & witnessed signature (13a-e below)</i>	N04C HQ Security Office (see contact info at #1 above) Local CNIC HQ Security POC
14a	<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	
14b	<ul style="list-style-type: none"> • Security Check-In & Request for Access 	Submit completed form signed by your N Code Supervisor	
14c	<ul style="list-style-type: none"> • Classified Information Non-Disclosure Agreement 	Have your signature witnessed by HQ Security	

14d	<ul style="list-style-type: none"> • DoD Initial Security Awareness Indoctrination Briefing 	Submit signed certificate of completion	
14e	<ul style="list-style-type: none"> • Other 	See "On Site IF APPLICABLE" requirements 14, 15, 16, & 17, below	
On-Site IF APPLICABLE			
15	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 Second: Sign & date both sides of document, & submit to HQ Security</p>	<p>N04C HQ Security Office Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9688</p>
16	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	<p>N04C HQ Security Office (see contact info at #1 above) Local CNIC HQ Security POC</p>
17	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 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> 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</p>	<p>Primary – N64 POC Bldg. 111, 4th Fl., Cubicle 401-32 (202) 433-3411</p> <p>Secondary – N04C HQ Security Office (see contact info at #1 above)</p>
18	IF you wish to obtain CAC on site	<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>
19	IF you will be driving to CNIC HQ Washington Navy Yard or Joint Base Anacostia-Bolling	<p>First: Read <i>General Vehicle Information</i> Second: Print out <i>DON Local Population ID Card/Base Access PASS Registration form, SECNAV 5512/1</i>, The direct link is: https://navalforms.documentservices.dla.mil/formsDirector/SECNAV_5512_1_11787.pdf & submit completed form to Pass-ID Office along with auto registration & proof of insurance</p> <p>Contractors: In addition to the above, you may have to have a letter signed by the Chief of Staff, CNIC – See CNIC POC, Mr. Michael Beyrle, 202-433-3355 for details.</p>	<p>Naval Support Activity Washington (NSAW) Pass-ID Office WNY Visitor Control Center O Street Gate, Building 126 (202) 433-3735</p>
Phase 1 Check-In Complete			
	Phase 1 Check-In Complete	Return this initialed check-in form to HQ Check-in/Out Coordinator	WNY, Bldg 111, Suite 101, Cub. #260, (202) 433-6888