

CNIC HQ **CONTRACTOR (Remote Location)** CHECK-IN

- Your CNIC HQ N-Code Executive Assistant will assist you in accessing required forms for check-in.
- Check-in activities should be completed within 5 to 10 business days of your start date.
- 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 YOUR CNIC N-CODE EXECUTIVE ASSISTANT

Your name:	Location/address of worksite:
N-Code:	
Your phone:	
Exec. Assistant (EA) name:	
EA phone:	Note: (202) 433 Phone Numbers = DSN 288

	Requirement	Your Action	Check-In Action Office/POC	Initials/Date
1	Visit Authorization Request (VAR)	Verify that a VAR has been submitted through your company's security office to CNIC HQ Security	Your Company CNIC N00C HQ Security Office Denise Lee Bldg 111, Ste 102 (202) 433-9687	
2	Information Assurance (IA) Training	<p>First: Complete IA training: <i>With a Common Access Card (CAC) -</i></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><i>Without a CAC -</i></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, contact your CNIC HQ EA for instructions on faxing or e-mailing the completion certificate to CNIC HQ; if so directed, submit a copy to your company • If you took IA training through TWMS, inform EA, who will notify CNIC HQ N64 to view completion certificate 	<p>CNIC N-Code EA Washington Navy Yard</p> <p>N64 Information Assurance POC Raymond Reese Bldg 111, 4th Fl, Cub. 401-32 (202) 433-3411</p>	
3	<p>SAAR-N (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>For CNIC-specific guidelines, follow 3a or 3b below, as applicable</p>		
3a	<ul style="list-style-type: none"> • IF you will NOT require a Service Delivery Point (SDP) account or access 	<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" <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 (IA) training, complete Block 10 • If not, follow guidelines for check-in requirement #2, above, then complete Block 10 		

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		<p>Third: Complete relevant sections of Part II -</p> <ul style="list-style-type: none"> • Skip Blocks 11-21 • Read <i>User Agreement & User Responsibilities</i> in Block 22 • If working on screen, type your 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 supervisor signature -</p> <ul style="list-style-type: none"> • If completing form on screen, click gray E-MAIL SUBMIT tab on SAAR-N screen & e-mail form to CNIC Supervisor • Otherwise, submit form to N-Code EA for further processing 		
<p>3b</p> <ul style="list-style-type: none"> • IF you WILL require a Service Delivery Point (SDP) account or access 		<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/Norfolk DSP" <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 (IA) training, complete Block 10 • If not, follow guidelines for check-in requirement #2, above, then complete Block 10 <p>Third: Complete Part II -</p> <ul style="list-style-type: none"> • In Block 11, provide the following information: <ul style="list-style-type: none"> ○ Name(s) of server(s) you will be accessing ○ Your company's name, contract number, & length of contract ○ Brief description of position responsibility that requires SDP server access ○ Example of Block 11 entry: "Access to <i>THC domain necessary to support G2 SharePoint team. XYZ Consulting Inc., Contract #XXXX, Date of Expiration MM/DD/YYYY</i>" • Fill in required information in Blocks 12-15b (Blocks 16-21 will be completed by others) • Read <i>User Agreement & User Responsibilities sections</i> in Block 22 • If working on screen, type your 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 supervisor signature -</p> <ul style="list-style-type: none"> • If completing form on screen, click gray E-MAIL SUBMIT tab on SAAR-N screen & e-mail form to CNIC Supervisor • Otherwise, forward hard copy of form to N-Code EA for further processing 	<p>CNIC N-Code Executive Assistant Washington Navy Yard</p> <p>N64 Information Assurance POC (see contact info at #2 above)</p>	
<p>4</p>	<p>Common Access Card (CAC)</p>	<p><i>You must have a valid CAC to complete check-in</i></p> <p>If you do not have a valid CAC, contact your company's security office or your hiring POC</p>	<p>Your Company's Security Office</p>	
<p>5</p>	<p>Contractor Verification System (CVS)</p>	<p><i>You must be registered in CVS to be granted access to CNIC HQ & to NMCI computers</i></p> <p>First: 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>Second: If you do not already have a record in CVS, contact your company or your CNIC HQ N-Code EA to obtain application form</p>	<p>Your Company's CNIC HQ Project Manager</p> <p>CNIC HQ N-Code EA Washington Navy Yard</p>	

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		<p>Third: Complete form & submit to N-Code EA for entry into CVS</p> <p><i>Note: A VAR on file is required before a record can be created for you in CVS (see requirement 1 above)</i></p>		
6	Classified Information Non-Disclosure Agreement (NDA)	<p>First: Obtain copy of NDA (from your company or CNIC N-Code EA), fill in your name at top of first page, then read through the document</p> <p>Second: Have your company's on-boarding coordinator witness your signature & sign the form</p> <p>Third: Return completed NDA to CNIC N-Code EA for submittal to the CNIC HQ Security Office; if so directed, submit a copy to your company</p>	<p>Your Company's CNIC HQ Project Manager</p> <p>CNIC HQ N-Code EA Washington Navy Yard</p>	
7	Total Workforce Management Services (TWMS) Record	<p><i>You must have an established record in TWMS to complete required training throughout the year & to gain access to CNIC Gateway 2.0</i></p> <p>Call your N-Code EA & provide the required information for creating your "gain" record in TWMS</p>	<p>CNIC HQ N-Code EA Washington Navy Yard</p>	
8	Personally Identifiable Information (PII) Training	<p><i>All Department of Defense personnel must complete PII training once each fiscal year (between 1 Oct & 30 Sep)</i></p> <p>First: Complete PII annual training if you have not already done so this fiscal year - <i>With a Common Access Card (CAC) -</i></p> <ul style="list-style-type: none"> • Via TWMS: https://twms.nmci.navy.mil/selfservice/online_training/ <p><i>Without a CAC -</i></p> <ul style="list-style-type: none"> • Via DON CIO: http://www.doncio.navy.mil/PIICourse/ <p><i>Note: Create & print out your certificate at the end of the training session, before you close the final window</i></p> <p>Second: Be sure that completion of training is formally documented -</p> <ul style="list-style-type: none"> • Training completed in TWMS is automatically added to your TWMS training record <ul style="list-style-type: none"> • If you took training via DISA, bring course completion certificate to N-Code EA, who will add the course to your TWMS training record <u>and to Privacy Act Program POC for completion of this item</u> 	<p>N00C Privacy Act Program POC Hakim Anbiya Washington Navy Yard, Building 111, Suite 104, Room 40 (202) 433-2919</p>	
9	IF You Require a Service Delivery Point (SDP) Account or Access - PUA Form	<p><i>If your job description requires you to have access to CNIC databases, or if your supervisor requires you to have an account for your job duties, then you must request an account with CNIC SDP</i></p> <p>First: Obtain a copy of the Privileged User Access Agreement by contacting your CNIC HQ N-Code EA or your company's on-boarding coordinator</p> <p>Second: Read the agreement, then fill in applicable sections with your information –</p> <ul style="list-style-type: none"> • Page 1: Your name, assigned role, & date • Page 5: Enter your name under "IAT" • Sign & date form <p>Third: Submit form to N-Code EA or your company's on-boarding coordinator, who should identify an IssueTrak user in your department to process your account request</p> <p><i>Reminder: You must include justification for SDP access on your SAAR-N form in Part II Block 11 (see requirement # 3, above)</i></p>	<p>CNIC HQ N-Code EA Washington Navy Yard</p> <p>Your Company's On-Boarding Coordinator for CNIC</p>	
	Remote-Location Contractor Check-In Complete	Return this initialed check sheet to your CNIC N-Code EA; your company's on-boarding coordinator may also require a copy	<p>CNIC HQ N-Code EA Washington Navy Yard</p>	