

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.**
- **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 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:	
Where will you be working? Washington Navy Yard (WNY) _____		(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325
Remote site [name site] _____		

	Requirement	Your Action	Check-In Action Office/POC	Initials/Date
Pre-Arrival REQUIRED				
1	MILPERS Travel Claims & PSD Forms	First: Read cover sheet, then print out required forms from PSD Gain Package Second: Complete forms & bring with you for on-site submittal to MILPERS POC	N00C HQ MILPERS POC Bldg. 111, 1 st Fl, Cubicle 260 (202) 433-6888	
2	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 MUST BE COMPLETED WITHIN 72 HRS OF REPORTING ONBD!	Urinalysis Program Coordinator Building 111, 1 st Fl. Cub 275 (202) 433-3233	
3	Arrival Interview with Chief of Staff	Contact LCDR Tiner, 202-433-4659, Gregory.L.tiner@navy.mil to schedule Arrival Interview	Flag Suite 202-433-3200	
4	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.navy.mil/selfservice/online_Training/?tab=2 <i>Without a CAC -</i> <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 verify your completion 	N64 Information Assurance (IA) Point of Contact (POC) Bldg. 111, 4 th Fl, Cubicle 401-32 (202) 433-3411	
5	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	
6	SAAR-N Form (OPNAV 5239/14, Rev 9/2011) <i>This form replaces OPNAV</i>	All CNIC HQ personnel must submit a System Authorization Access Request-Navy (SAAR-N) form The SAAR-N can be completed & forwarded	N64 Information Assurance (IA) POC (see contact info above)	

	<p>5239/14 Rev 7/2008, which is now OBSOLETE</p>	<p>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 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 		
7	<p>Common Access Card (CAC)</p>	<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>	<p>Current Command</p>	
8	<p>Security Forms & Briefing</p>	<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, Ste 102, (202) 433-9688</p>	
8a	<ul style="list-style-type: none"> • Security Check-In & Request for Access 	<p>Print out, complete, & bring form to on-site check-in for supervisor's signature & HQ Security sign-off</p>		
8b	<ul style="list-style-type: none"> • Classified Information Non-Disclosure Agreement 	<p>Print out form & bring when you report to HQ Security, for witnessed signature</p>		
8c	<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> <p>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.</p>		
9	<p>Name Tag</p>	<p>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)</p>	<p>N Code Sponsor/EA</p>	
10	<p>Workspace, Computer, & Desk Phone Set-Up</p>	<p>Contact your CNIC N Code EA to obtain your workspace location & telephone number</p>	<p>N Code EA</p>	

Pre-Arrival IF APPLICABLE

11	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	
12	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) 433-9688	
On-Site REQUIRED				
13	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	
14	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	
15	HQ Security Sign-Offs	<i>Check in with HQ Security for required sign-offs & witnessed signature (12a-f below)</i>		
15a	<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>	Local CNIC HQ Security Office Bldg. 111, Ste 102 (202) 433-9688	
15b	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Submit completed form signed by your N Code Supervisor		
15c	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Have your signature witnessed by HQ Security		
15d	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	Submit signed certificate of completion		
15e	<ul style="list-style-type: none"> 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>	N Code EA or HQ Security Office	
15f	<ul style="list-style-type: none"> Other 	See "On Site If Applicable" # 16, 17, & 18, below		
16	Drug & Alcohol Program Advisor (DAPA)	Contact CNIC HQ DAPA & provide required information	Drug & Alcohol Program Advisor (202) 433-4321	
On-Site IF APPLICABLE				
17	IF your CNIC HQ 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	HQ Security Office (see contact info at #5 above) Local CNIC HQ Security POC	

CNIC HQ **MILITARY** CHECK-IN

Phase 1

18	<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> 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 SIPRNet Support POC Bldg. 111, 4th Fl., Cub 401-04 202-433-3613</p> <p>Secondary – N00C HQ Security Office (see contact info at #5 above)</p>
19	<p>IF you wish to obtain CAC on site</p> <p><i>Note: You will need to produce two forms of identification to complete your CAC application</i></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 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>Washington Navy Yard CAC Office O Street Gate, Visitor Center Building 126 (202) 685-1208</p> <p>Joint Base Anacostia-Bolling CAC Office Building 92 (202) 433-4012</p>
20	<p>IF you will be driving to CNIC HQ Washington Navy Yard or Joint Base Anacostia-Bolling</p>	<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, The direct link is:</i> https://navalfoms.documentservices.dla.mil/formsDir/SECNAV_5512_1_11787.pdf & submit completed form to Pass-ID Office along with auto registration & proof of insurance</p>	<p>NSA Washington Pass-ID Office WNY Visitor Control Center O Street Gate, Building 126 (202) 433-3735</p>
21	<p>IF you will be taking public transportation in the Washington DC metro area</p>	<p>For information on TIP (Transportation Incentive Program), the federal government's public transportation subsidy, go to: http://www.fmo.navy.mil/services/tip/tip.htm</p> <p>Direct Metro Subsidy Application for Employees Traveling Inside of the National Capital Region: http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm</p> <p>Commuter Rideshare Program: http://www.commuterpage.com/pages/transportation-options/ridesharing/</p>	

Phase 1 Check-In Complete Return to HQ Check-in/Out Coordinator N04C HQ Check-In/Out Coordinator, WNY, Build 111, Suite 101, Cub. #260, (202) 433-6888