

# CNIC HQ MILITARY RESERVIST (60 days or less) CHECK-IN

## MILITARY RESERVIST CHECK-IN REQUIREMENTS

(NOTE: If you are on orders greater than 60 days, you must complete regular Military Personnel check-in. Obtain the proper check-in sheet from the CNIC public website, CNIC HQ Gateway 2.0, or your N Code EA)

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**

<b>Name:</b>	<b>Supervisor name:</b>	<b>Supervisor phone:</b>
<b>Grade/rank:</b>	<b>Work E-Mail:</b>	<b>Work Phone:</b>
<b>Building/room/cubicle:</b>	<b>Departing N Code:</b>	<b>(202) 433 Phone Numbers = DSN 288</b> <b>(202) 685 Phone Numbers = DSN 325</b>
<b>Start date:</b>	<b>End date:</b>	

Requirement	Your Action	Check-In Action Office/POC	Initial / Date
-------------	-------------	----------------------------	----------------

### Pre-Arrival **REQUIRED**

<b>1</b>	<b>Information Assurance Training</b>	<b>First:</b> Complete Information Assurance 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.nmci.navy.mil/selfservice/online_training/">https://twms.nmci.navy.mil/selfservice/online_training/</a></li> </ul> <i>Without a CAC -</i> <ul style="list-style-type: none"> <li>Via DISA: <a href="http://iase.disa.mil/eta/cyberchallenge/launchPage.htm">http://iase.disa.mil/eta/cyberchallenge/launchPage.htm</a></li> <li><b>Second:</b> Notify N Code EA of completion –</li> <li>If you took the training via NKO or DISA, fax or e-mail completion certificate to EA</li> <li>If you took the training through TWMS, inform EA, who will notify N64 to verify completion</li> </ul>	<b>N64 Information Assurance Point of Contact (POC)</b> Raymond Reese Bldg. 111, 4th Fl, Cubicle 401-32 (202) 433-3411	
<b>2</b>	<b>Cyber Awareness Challenge 2018</b>	Cyber Awareness Challenge must be completed prior to submission of SAAR-N Form for computer access  <a href="https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm">https://iatraining.disa.mil/eta/disa_cac2018/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	
<b>3</b>	<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> <li>SYSTEM NAME - Enter "NMCI"</li> <li>LOCATION - Enter CNIC HQ location (Washington Navy Yard, Anacostia, or remote HQ site)</li> </ul> <b>Second:</b> Complete Part I - <ul style="list-style-type: none"> <li>Enter required information in Blocks 1-9</li> <li>If you have taken Information Assurance training,</li> </ul>	<b>N64 Information Assurance POC</b> (see contact info at #1 above)	

# CNIC HQ **MILITARY RESERVIST (60 days or less)** CHECK-IN

		<p>complete Block 10 now</p> <ul style="list-style-type: none"> <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> <li>Otherwise, bring hard copy to on-site check-in</li> </ul>		
4	<b>MILPERS Travel Claims &amp; PSD Forms</b>	<p><b>First:</b> Read cover sheet, then print out required forms from PSD Gain Package</p> <p><b>Second:</b> Complete forms &amp; bring with you for on-site submittal to MILPERS POC</p>	<p><b>Margaret Ridgeway</b> Bldg. 111, 1<sup>st</sup> Fl, Cub 260 (202) 433-6888</p>	
5	<b>Security Forms</b>	<i>Complete security requirements 4a-c below</i>	<p><b>Local CNIC HQ Security Office</b> Bldg. 111, Suite 102, Denise Lee (202) 433-9688</p>	
5a	<ul style="list-style-type: none"> <li>Security Check-In &amp; Request for Access</li> </ul>	Print out, complete, & bring form to on-site check-in for supervisor's signature & HQ Security sign-off		
5b	<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		
5c	<ul style="list-style-type: none"> <li>DoD Initial Security Awareness Indoctrination Briefing</li> </ul>	<p><b>First:</b> Read <i>DoD Initial Security Awareness Indoctrination</i> at <a href="https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf">https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf</a></p> <p><b>Second:</b> Print out &amp; sign certificate of completion for on-site submittal to HQ Security</p>		
<b>On-Site REQUIRED</b>				
6	<b>Operational Support Officer (OSO)</b>	<p>Check in with the CNIC HQ OSO for Welcome Aboard</p> <p>If your rank is O6 or higher, OSO will arrange a meeting with the HQ Chief of Staff (COS)</p>	<p><b>OSO</b> CAPT Randy Crysel Bldg 111, 2nd Fl, (202) 433-4721</p>	
7	<b>N Code Supervisor Signatures</b>	<p><b>First:</b> Obtain N Code supervisor's signature on <i>Security Check-In &amp; Request for Access</i> form</p> <p><b>Second:</b> Ensure that N Code supervisor has signed your SAAR-N -</p> <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>	
8	<b>HQ Security Sign-Offs</b>	<i>Check in with HQ Security for required sign-offs &amp; witnessed signature (7a-e below)</i>	<p><b>HQ Security Office</b> See Block 4 above</p>	
8a	<ul style="list-style-type: none"> <li>SAAR-N (OPNAV 5239/14, Rev 9/2011)</li> </ul>	If not already accomplished electronically, sign & submit hard copy of SAAR-N now		
8b	<ul style="list-style-type: none"> <li>Security Check-In &amp; Request for Access</li> </ul>	Submit completed form signed by your N Code supervisor		
8c	<ul style="list-style-type: none"> <li>Classified Information Non-Disclosure Agreement</li> </ul>	Have your signature witnessed by HQ Security		

# CNIC HQ **MILITARY RESERVIST (60 days or less) CHECK-IN**

8d	<ul style="list-style-type: none"> <li>DoD Initial Security Awareness Indoctrination Briefing</li> </ul>	Submit signed certificate of completion		
8e	<ul style="list-style-type: none"> <li>DoD / Pentagon Requirement – “Acknowledgement” &amp; “Security Awareness Briefing Objectives”</li> </ul>	<p>Contact your N Code EA or the HQ Check-In/Out Coordinator to obtain a copy of this document</p> <p><b>First:</b> Read both sides of document</p> <p><b>Second:</b> Sign &amp; date both sides of document, &amp; submit to HQ Security</p>	<p><b>N Code EA or N04C HQ Security Office</b></p> <p>See block 4</p>	
9	<b>Total Workforce Management Services (TWMS) Record</b>	<p>You must have an established TWMS record to complete daily muster &amp; required training, &amp; for access to CNIC Gateway 2.0</p> <p>Meet with your N Code EA &amp; provide required information for EA to create “gain” record in TWMS</p>	<b>N Code EA</b>	
10	<b>Navy Family Accountability &amp; Assessment System (NFAAS)</b>	<p>All Navy military personnel are required to update personal &amp; family member emergency contact information in NFAAS</p> <p>Access <a href="https://navyfamily.navy.mil">https://navyfamily.navy.mil</a> to update</p> <p>Contact NFAAS for assistance if needed</p> <p><i>Note: The NFAAS office is located in a secure building; if you plan to visit, call ahead for escort</i></p>	<p><b>NFAAS Office</b></p> <p>MMC Schultz WNY, Bldg 111, 2nd Floor, Cub 203-44 Joshua.Schultz@navy.mil W: 202-433-4321</p>	
<b>On-Site IF APPLICABLE</b>				
11	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></p> <p><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></p> <p>WNY Visitor Control Center O Street Gate, Building 126 (202) 433-3735</p> <p><b>Joint Base Anacostia-Bolling Pass/ID Office</b></p> <p>JBAB Visitor Center, Building 92 (202) 767-5505 or 8958</p>	
12	IF you will be <b>working in</b> Anacostia <b>Building 168</b>	Contact N64 Information Assurance POC to ensure that your CAC has been entered into the Enabler system for before/after-hours building access	<b>N64 Info Assurance POC</b> (see contact info at #1 above)	
	<b>Over-60-Day Reservist Check-In Complete</b>	<b>Return this completed check sheet to the HQ Check-In/Out Coordinator</b>	<b>WNY, Bldg 111, Suite 101, Cub. #260</b> <b>(202) 433-6888</b>	