

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)

PLEASE RETURN THE COMPLETED CHECK SHEET TO THE HQ CHECK-IN/OUT COORDINATOR

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

	<i>Requirement</i>	<i>Your Action</i>	<i>Check-In Action Office/POC</i>	<i>Initial/Date</i>
--	--------------------	--------------------	-----------------------------------	---------------------

Pre-Arrival **REQUIRED**

1	Information Assurance Training	<p>First: Complete Information Assurance 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 the training via NKO or DISA, fax or e-mail completion certificate to EA If you took the training through TWMS, inform EA, who will notify N64 to verify completion 	N64 Information Assurance Point of Contact (POC) Joint Base Anacostia-Bolling (JBAB), Building 168, 3 rd Floor Cubicle #323-13, (202) 433-3613 or Cub. #323-12, (202) 433-3411	
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 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, 	N64 Information Assurance POC (see contact info at #1 above)	

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

		<p>click SIGN, then enter date in Block 25</p> <ul style="list-style-type: none"> • 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 • Otherwise, bring hard copy to on-site check-in 		
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>	N00C HQ MILPERS POC (see contact info at #9 below)	
4	Security Forms	<i>Complete security requirements 4a-c below</i>	HQ Security Office (see contact info at #7 below)	
4a	<ul style="list-style-type: none"> • Security Check-In & Request for Access 	Print out, complete, & bring form to on-site check-in for supervisor's signature & HQ Security sign-off		
4b	<ul style="list-style-type: none"> • Classified Information Non-Disclosure Agreement 	Print out form & bring when you report to HQ Security, for witnessed signature		
4c	<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</p> <p>Second: Print out & sign certificate of completion for on-site submittal to HQ Security</p>		
On-Site REQUIRED				
5	Operational Support Officer (OSO)	<p>Check in with the CNIC HQ OSO for Welcome Aboard</p> <p>If your rank is 06 or higher, OSO will arrange a meeting with the HQ Chief of Staff (COS)</p>	<p>OSO</p> <p>JBAB, Building 168 3rd Floor, Cub. #324-20 (202) 433-0773</p>	
6	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	
7	HQ Security Sign-Offs	<i>Check in with HQ Security for required sign-offs & witnessed signature (7a-e below)</i>	HQ Security Office Washington Navy Yard (WNY) Building 46, Room 100 (202) 433-9688 or Cub. #13, (202) 433-9687	
7a	<ul style="list-style-type: none"> • SAAR-N (OPNAV 5239/14, Rev 9/2011) 	If not already accomplished electronically, sign & submit hard copy of SAAR-N now		
7b	<ul style="list-style-type: none"> • Security Check-In & Request for Access 	Submit completed form signed by your N Code supervisor		
7c	<ul style="list-style-type: none"> • Classified Information Non-Disclosure Agreement 	Have your signature witnessed by HQ Security		
7d	<ul style="list-style-type: none"> • DoD Initial Security Awareness Indoctrination Briefing 	Submit signed certificate of completion		
7e	<ul style="list-style-type: none"> • DoD / Pentagon Requirement – "Acknowledgement " & "Security Awareness Briefing Objectives" 	<p><i>Contact your N Code EA or the HQ Check-In/Out Coordinator to obtain a copy of this document</i></p> <p>First: Read both sides of document</p> <p>Second: Sign & date both sides of document, & submit to HQ Security</p>		
8	Total Workforce Management Services (TWMS) Record	<i>You must have an established TWMS record to complete daily muster & required training, & for</i>	N Code EA	

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

		<p>access to CNIC Gateway 2.0</p> <p>Meet with your N Code EA & provide required information for EA to create "gain" record in TWMS</p>		
9	Military Orders & PSD Forms	<p>Have orders stamped by CNIC HQ MILPERS representative, and submit any travel claims & PSD forms</p>	<p>N00C MILPERS Representative WNY, Building 111, Suite 101 Cub. # 290 (202) 433-4281</p>	
10	Navy Family Accountability & Assessment System (NFAAS)	<p><i>All Navy military personnel are required to update personal & family member emergency contact information in NFAAS</i></p> <p>Access https://navyfamily.navy.mil 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>NFAAS Office WNY, Building 196, Room 101 (202) 433-9360</p>	
On-Site IF APPLICABLE				
11	IF you will be driving to CNIC HQ Washington Navy Yard or Joint Base Anacostia-Bolling	<p>First: Read <i>General Vehicle Information</i></p> <p>Second: Print out <i>Permanent Parking Permit / DOD Decal Application</i> & 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> <p>Joint Base Anacostia-Bolling Pass/ID Office JBAB Visitor Center, Building 92 (202) 767-5505 or 8958</p>	
12	IF you will be working in Anacostia Building 168	<p>Contact N64 Information Assurance POC to ensure that your CAC has been entered into the Enabler system for before/after-hours building access</p>	<p>N64 Info Assurance POC (see contact info at #1 above)</p>	
	Over-60-Day Reservist Check-In Complete	<p><i>Return this completed check sheet to the HQ Check-In/Out Coordinator</i></p>	<p>N00C HQ Check-In/Out Coord. WNY, Bldg 111, Ste 101, Cub. #258; (202) 433-0832</p>	