

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.**

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? Joint Base Anacostia-Bolling (JBAB) ____ Washington Navy Yard (WNY) ____ Remote site [name site] _____		(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325

	Requirement	Your Action	Check-In Action Office/POC	Initials/Date
Pre-Arrival REQUIRED				
1	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, 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) JBAB, Building 168, 3 rd Fl (202) 433-3613, Cubicle (Cub.) #323-13 or (202) 433-3411, Cub. #323-12	
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> 	N64 Information Assurance (IA) POC (see contact info above)	

		<p>(Block 22)</p> <ul style="list-style-type: none"> 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 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 #12 below)	
4	Common Access Card (CAC)	<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>	Current Command	
5	Security Forms & Briefing	<p><i>Complete security requirements 5a-c below</i></p> <p><u>Note:</u> <i>CNIC personnel at remote HQ sites must check in with local CNIC HQ Security POCs</i></p>	<p>HQ Security Office (see contact info at #13 below)</p> <p>Local CNIC HQ Security POC</p>	
5a	<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		
5b	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Print out form & bring when you report to HQ Security, for witnessed signature		
5c	<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>		
6	Name Tag	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)	N Code Sponsor or N Code EA	
7	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				
8	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	
9	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	<p>HQ Security Office (see contact info at #13, below)</p> <p>Local CNIC HQ Security POC</p>	
On-Site REQUIRED				
10	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	
11	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	
12	Military Orders & PSD Forms	<p>Check in with CNIC HQ MILPERS representative to get orders stamped, & to pick up a PSD Gain Package if you have not already accessed these forms</p> <p>You may complete the Gain Package forms & submit</p>	<p>N00C MILPERS Representative WNY, Building 111, Cub. #290 (202) 433-4281</p>	

		them at this time or as part of Phase 2 check-in		
13	HQ Security Sign-Offs	<i>Check in with HQ Security for required sign-offs & witnessed signature (13a-f below)</i>	HQ Security Office WNY, Building 46 (202) 433-9688 (Room 100) (202) 433-9687 (Cub. #13) Local CNIC HQ Security POC	
13a	<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>		
13b	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Submit completed form signed by your N Code Supervisor		
13c	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement 	Have your signature witnessed by HQ Security		
13d	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	Submit signed certificate of completion		
13e	<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 Second: Sign & date both sides of document, & submit to HQ Security</p>	N Code EA or HQ Check-In/Out Coordinator WNY, Building 111, Suite 101, Cub. #258 (202) 433-0832	
13f	<ul style="list-style-type: none"> Other 	See "On Site If Applicable" # 16, 17, & 18, below		
14	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	Urinalysis Program Coordinator WNY, Building 111, Room 179 (202) 674-4408	
15	Drug & Alcohol Program Advisor (DAPA)	Contact CNIC HQ DAPA & provide required information	Drug & Alcohol Program Advisor JBAB, Building 168, 3 rd Fl #325-05 (202) 433-4983	
On-Site IF APPLICABLE				
16	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 #13 above) Local CNIC HQ Security POC	
17	IF you will be working in Anacostia Building 168	Contact HQ Security Office or N64 Information Assurance POC to ensure that your CAC has been entered into the Enabler system for before/after-hours building access	Primary – N00C HQ Security Office (see contact info at #13 above) Secondary – N64 Info Assurance POC (see contact info at #1 above)	
18	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 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>	Primary – N64 SIPRNet Support POC JBAB, Building 168, 3 rd Fl (202) 433-3613 (Cub. #323-13) Secondary – N00C HQ Security Office (see contact info at #13 above)	
19	IF you wish to obtain CAC on site	<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 <i>Note: You will need to produce two forms of</i></p>	Washington Navy Yard CAC Office O Street Gate, Visitor Center Building 126 (202) 685-1208 Joint Base Anacostia-Bolling CAC Office Building 92 (202) 433-4012	

CNIC HQ **MILITARY** CHECK-IN

Phase 1

		<i>identification to complete your CAC application</i>		
	Phase 1 Check-In Complete	<i>Return this initialed check-in form to HQ Check-in/Out Coordinator</i>	<i>N00C HQ Check-In/Out Coordinator WNY, Building 111, Suite 101, Cub. #258 (202) 433-0832</i>	