Naval Safety Center
Personnel Check-in/Indoctrination Training Sheet

Rank/Rate/Name _____ Desig _____

Position _____

Received From _____ Date Arrived _____

CHECKIN	FOLLOW THIS ORDER DURING CHECK-IN	RM #
_____	ADMINISTRATIVE OFFICER/SECURITY MANAGER (CODE 025)	101B
_____	MANAGEMENT PROGRAMS (CODE 041)	104A
_____	DIRECTORATE/DEPARTMENT (CODE ___)	____
_____	DIVISION HEAD (CODE ___)	____
_____	COMMAND MASTER CHIEF (CODE 003)	110
_____	EXECUTIVE DIRECTOR (CODE 02)	100
_____	**DEPUTY COMMANDER (CODE 01)	100
_____	*COMMANDER (CODE 00)	100

*** By appointment only - schedule through the Flag Writer or Flag Aide located in room 100.**

**** MILITARY ONLY - Once the indoctrination/check-in process is completed, proceed to Room 100 and check in with the Deputy Commander.**

_____	TRAVEL OFFICE (PASSPORTS: YES/NO) (CODE 044)	104A

OFFICIAL TRAVEL WILL NOT BE AUTHORIZED UNTIL CHECK-IN IS COMPLETE!!! Exceptions to this policy will only be approved by the Executive Director!

The above check-in process must be completed within 10 working days of reporting. The completed check-in sheet will be returned to the Admin Office (Code 0251).

Naval Safety Center
Personnel Check-in/Indoctrination Training Sheet

RANK/RATE NAME: _____

INITIAL	TRAINING TOPICS	RM #
_____	COMMAND CAREER COUNSELOR (CODE 0252A)(MILITARY)	101
_____	TIP PROGRAM (VAN POOL)	211A

DIRECTORATE/DEPARTMENT HEADS

055 (RM 215)	_____	04 (RM 107)	_____	07 (RM 213)	_____
10 (RM 301B)	_____	30 (RM 201A)	_____	40 (RM 202F)	_____
50 (RM 112A)	_____	60 (RM 211A)	_____	70 (RM 309A)	_____

INFORMATION MANAGEMENT SYSTEMS PROCESSING STAFF

IAM SECURITY (RM 213) _____ NMCI ACTR (RM 112) _____ PHONES (RM 112) _____

_____	SECURITY BRIEF/ANTITERRORISM TRNG (CODE 0251A) LEVEL I ANTITERRORISM AWARENESS TRAINING COMPLETED	101 _____ DATE

LEVEL I ANTITERRORISM AWARENESS TRAINING IS REQUIRED TO BE GIVEN TO ALL DOD CIVILIAN AND MILITARY PERSONNEL WITHIN 30 DAYS OF REPORTING AND ANNUALLY THEREAFTER. LEVEL I TRAINING IS AVAILABLE ON THE WEB, AT HTTPS://ATLEVELI.DTIC.MIL/AT/. ONCE COMPLETED, SUBMIT CERTIFICATE TO CODE 053.

_____	ADMINISTRATIVE LEAD (CODE 0251)	101
_____	COMMUNICATIONS (CODE 0252)	101A
_____	DIRECTORATE/DEPARTMENT TASO	___
_____	CFL (BRING MED REC) (_____)	___
_____	SENIOR WATCH OFFICER (CODE 31)	301
_____	URINALYSIS PROGRAM COORDINATOR (_____)	___
_____	PROCUREMENT & SUPPLY OFFICE (CODE 043)	115
_____	HUMAN RESOURCES (CODE 041)	104A
_____	PAYROLL (CODE 042B)	104
_____	SAFETY MANAGER (CODE 20)	204
_____	DRUG & ALCOHOL PROG ADVISER (_____)	___
_____	COMMAND MANAGED EQUAL OPPORTUNITY (_____)	___
_____	PICTURE FOR THE ADMIRAL'S BINDER (CODE 73A)	309
_____	VOTING COORDINATOR	215
_____	MOTORCYCLE SAFETY POC	208

Please return the completed sheet to the Admin Office, Code 0251. Civilians - return to Code 041.

NAME _____ RANK _____ WARFARE _____
LAST FIRST MIDDLE

DESIG _____ BRANCH OF SERVICE _____ DATE OF RANK/RATE _____

RPT DATE _____ PRD _____ CODE _____ BRANCH CODE _____

ACTIVE/LIMDU/TAD/RESERVE _____ COPY OF LAST 2 EVALS/ FITREPS (Y/N) _____

SECURITY CLEARANCE _____ BASED ON _____ DATED _____ BY _____

*ELIGIBLE _____ *LINEAL # _____ *BSC _____

PLACE OF BIRTH _____ MARITAL STATUS _____

DATE OF BIRTH _____ ETHNIC GROUP _____

EMERGENCY CONTACT/MUSTER INFORMATION

VOLUNTARY PRIVACY ACT

Authority: ***5 U.S.C. 301, Departmental Regulations and E.O. 9397 (SSN).***

Purpose: ***To notify personnel of office closings; locate personnel and/or next of kin in case of emergency; invite personnel to social functions; recall personnel as necessary.***

Routine Uses: ***Information is close-hold and shared with only those with a need-to-know. Supervisory personnel will have access to information concerning their employees. Administrative/web personnel will have access for purposes of maintaining the data base. Disclosure of information is treated as "For Official Use Only - Privacy Sensitive."***

Disclosure: ***Mandatory for military. Mandatory for civilian employees who have been designated by their organization as "emergency personnel." Voluntary for all others. However, failure to provide information may result in them or their family not being accounted for or contacted during an emergency, invited to a social gathering, etc.***

NEXT OF KIN: _____ RELATIONSHIP: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

PHONE: _____ CELL PHONE: _____

IF NOT LOCAL - LOCAL CONTACT: _____

_____

_____

_____

CHILDREN: _____ _____

_____ _____

_____ _____

GRANTING OR DENIAL OF CONSENT TO PUBLISH INFORMATION

I, THE UNDERSIGNED, HEREBY CONSENT TO THE DISCLOSURE OF THE FOLLOWING INFORMATION IN THE NAVAL SAFETY CENTER SOCIAL ROSTER:

OFFICE CODE	RANK/RATE GRADE	HOME ADDRESS	HOME/CELL PHONE	OFFICE EXTENSION

HOME EMAIL: _____

JOB TITLE: _____

NICK NAME: _____

SPOUSE'S NAME: _____

SPOUSE CELL PHONE _____ SPOUSE WORK PHONE _____

_____
PRINT NAME

_____
SIGNATURE

Naval Safety Center
TEMDU/TAD Personnel Check-in Sheet

Rank/Rate/Name _____ Desig _____

Code/Branch Assigned To _____ Position Assigned To _____

Date Arrived _____ Reason For Assignment _____

CHECK-IN	FOLLOW THIS ORDER DURING CHECK-IN	ROOM #
_____	ADMINISTRATIVE OFFICER/SECURITY MGR (CODE 025)	101B
_____	MANAGEMENT PROGRAMS (CODE 041)	104A
_____	DIRECTORATE/DEPARTMENT (CODE _____)	____
_____	COMMAND MASTER CHIEF (CODE 003)	110
_____	IAM SECURITY (CODE 07A)	213
_____	NMCI ACTR (CODE 07D)	119A
_____	SECURITY BRIEF (CODE 0251A)	101

Please return the completed check-in sheet to the Admin office within ten (10) working days of reporting

Naval Safety Center
TPU Personnel Check-in Sheet

Rank/Rate/Name _____ Desig _____

Code/Branch Assigned To _____ Position Assigned To _____

Date Arrived _____ Reason For Assignment _____

Authority: *5 U.S.C. 301, Departmental Regulations and E.O. 9397 (SSN).*
Purpose: *To notify personnel of office closings; locate personnel and/or next of kin in case of emergency; invite personnel to social functions; recall personnel as necessary.*
Routine Uses: *Information is close-hold and shared with only those with a need-to-know. Supervisory personnel will have access to information concerning their employees. Administrative/web personnel will have access for purposes of maintaining the database. Disclosure of information is treated as "For Official Use Only - Privacy Sensitive."*
Disclosure: *Mandatory for military. Mandatory for civilian employees who have been designated by their organization as "emergency personnel." Voluntary for all others. However, failure to provide information may result in them or their family not being accounted for or contacted during an emergency, invited to a social gathering, etc.*

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____

SPOUSE NAME: _____ SPOUSE PHONE: _____