NDW CIVILIAN CHECK-IN SHEET

CHECKING IN IS A PART OF YOUR OFFICIAL DUTY

EMPLOYEE NAME	START DATE	SUPERVISOR NAME	SPONSOR NAME
COMMAND	**N-CODE**	**SUPERVISOR NUMBER**	**SPONSOR NUMBER**

Select one:	☐ New Federal Employee	☐ Navy Transfer	**Arriving from:**	☐ PCS CONUS
	☐ Federal Employee from other DoD Agency	☐ Transfer from Non-DoD Agency	☐ Local	☐ PCS OCONUS

Your sponsor and check-in sheet desk guide will provide detailed instructions on how to complete each step below.

	Item	Location (Bldg/Room)	Contact's Phone Number	Initial	Date Completed
1 ☐	Meet Supervisor and Sponsor.	Supervisor's Office	N/A	Supervisor	
2 ☐	Obtain temporary 30 day visitor, vehicle, and parking pass.	WYND Bldg 126, Visitor Center	202-433-3738		
3 ☐	Read the Standard of Conduct Guide.	Standard of Conduct can be found in your initial HR packet.	202-433-4945	Employee	
4 ☐	Complete mandatory information assurance (IA) training.	Supervisor's / Sponsor's Office	N/A		
5 ☐	Complete mandatory Privacy Act training.	Supervisor's / Sponsor's Office	N/A		
6 ☐	Check-in with command Security Manager.	WYND Bldg 101, Room 232	202-433-5792/ 202-433-6856		
7 ☐	Complete SAAR-N form	Supervisor's Office	N/A		
8 ☐	Submit IA training packet, privacy act, and SAAR-N paperwork to Regional IA manager. (See desk guide for instructions.)	N/A	540-653-8516		
9 ☐	Call NMCI help desk for 1st time computer access.	N/A	1-866-843-6624	Supervisor	
10 ☐	Check-in with command Drug Free Work place coordinator.	WNYD Bldg 101, 3rd Fl Manpower Department	202-433-6863/ 202-433-3548		
11 ☐	Please notifiy rep if participating in NCR transit subsidy benefits program.	WNYD Bldg 101, Room 100 Command & Staff	202-685-1885		
12 ☐	Obtain Common Access Card (CAC).	WNYD Bldg 101, Room 100 Command & Staff	202-433-3506/ 202-685-1208		
YOU MUST HAVE YOUR CAC CARD BEFORE PROCEEDING ANY FURTHER					
13 ☐	Obtain DoD Vehicle Stickers (and parking permit if required).	WYND Bldg 126, Visitor Center	202-433-3017	N/A	
14 a ☐	Call CNIC help desk for removal from exception list (Skip if not on exception list)	N/A	1-888-264-4255	Supervisor	
14 b ☐	Call NMCI help desk for 1st CAC computer access.	N/A	1-866-843-6624	N/A	
14 c ☐	Register for ATHOC WAAN - Little Purple Globe on bottom right of your computer.	Right Click - Choose Self Service - Fill out info under "My info" & "Devices" tabs	1-888-264-4255 CNIC Help Desk	Supervisor	

	Item	Location (Bldg/Room)	Contact's Phone Number	Initial	Date Completed
15 ☐	☐ Check-in with local comptroller (N8) DTS and Travel Card	WYND Bldg 101, 2nd Fl Comptroller Dept	202-433-3822		
	☐ SLDCADA account access	N/A	540-653-5985/ 540-653-0339	Supervisor	
	☐ Financial Systems Access	WNYD Bldg 101, 2nd Fl Comptroller Dept	202-433-3822		
16 ☐	Access TWMS database - Verify and update personal and emergency contact information. (see desk guide for instructions).	**https://twms.nmci.navy.mil/selfservice/**		Supervisor	
17 ☐	Select benefits on the Electronic Benefits Information System (EBIS).	**https://www.civilianbenefits.hroc.navy.mil/**	The benefits line 1-888-320-2917	Supervisor	
18 ☐	Register online with My Pay and request PIN	**https://mypay.dfas.mil/**	1-888-332-7411	Supervisor	
19 ☐	Register your CAC with DCPDS portal for your My Biz account. (NSPS Employees only)	**https://compo.dcpds.cpms.osd.mil**		Supervisor	
20 ☐	Register with Navy Knowledge Online (NKO)	**https://www.nko.navy.mil/**	1-888-320-2917 Option 2	Supervisor	
21 ☐	Complete the anonymous on-line check-in exit survey.	**https://www.nko.navy.mil/**	1-888-320-2917 Option 2	Supervisor	
22 ☐	Turn in completed and signed check-in sheet to N04C Command and Staff	WNYD Bldg 101, Room 100 Command and Staff	202-433-2569		

Congratulations! This completes your check-in process. Your supervisor will review your check-in sheet to ensure all steps have been completed and answer any questions you may have. Upon completion, please submit completed check-in form to Command and Staff (N04C).

Date of completion: _____

Employee's signature: _____ **Date:** _____

Supervisor's signature: _____ **Date:** _____