CIVILIAN PERSONNEL CHECK-IN

1. Obtain a signature clearance for each item listed, unless instructed otherwise by your Administrative Office or Human Resources.

PRIVACY ACT STATEMENT: UNDER THE AUTHORITY 1O USC, 5013 SECRETARY OF THE NAVY AS PURSUANT TO 5 USC, 301, AND 352(a), INFORMATION REGARDING FORWARDING MAILING ADDRESS, PERMANENT HOME ADDRESS AND HOME AND CELL PHONE NUMBERS AND HOME EMAIL ADDRESS ARE REQUESTED TO OBTAIN ADDITIONAL INFORMATION WHICH MAY BE REQUIRED AFTER YOUR SEPARATION AND TO REFER ANY PERSONAL MAIL RECEIVED FOR YOU. THE INFORMATION PROVIDED BY YOU IS FOR OFFICIAL USE ONLY AND WILL BE RETAINED IN THE INACTIVE FILES FOR TWO YEARS. THIS INFORMATION WILL NOT BE DIVULGED WITHOUT YOUR WRITTEN AUTHORIZATION TO ANYONE OTHER THAN NAVY OFFICIALS HAVING NEED OF THE INFORMATION IN THE PERFORMANCE OF THEIR OFFICIAL DUTIES. THE SUPPLYING OF EMAIL AND MAILING ADDRESSES AND PHONE NUMBERS IS VOLUNTARY; HOWEVER, FAILURE TO DO SO MAY RESULT IN YOUR NOT RECEIVING PERSONAL INFORMATION.

NAME (Last, First, MI)	START DATE:
HOME ADDRESS (Mailing Address & ZIP Code)	TELEPHONE NUMBER: (Home or Cell)
	EMAIL: (Home)

ITEM	CODE / LOCATION	DESCRIPTION OF ITEM	AUTHORIZED SIGNATURE	
1	HUMAN RESOURCES OFFICE SEA 1071, BLDG 197/ 3E3665	Enter On Duty Forms Oath of Office.	Human Resources Specialist	Date
2	SECURITY OFFICE SEA 00P, BLDG 197/1W4000	Security Indoctrination Security Forms	Personnel Security	Date
3	PAYROLL SEA 103, BLDG 197/1W1607	Direct Deposit Form State and Federal Tax Forms LES leave transfer Introduction to MyPay Introduction to SLDCADA	Financial Analyst	Date
4	PARKING / COMMUTING SEA 102, BLDG 197/1E1300	Application for parking NSAW WNY Parking Instruction. DOD Public Transportation Benefit Form (METRO).	Parking Manager	Date
5	OSH OFFICE, SEA 04S, BLDG 197/4W1133	Brief on various safety, occupational health, environmental and fire programs.	Safety Officer	Date
6	LEARNING & DEVELOPMENT, SEA 108, BLDG 197/4W2117	Training organization policy, Learning Management System/ ILDP, mandatory training (e.g., NSPS, DAWIA), mentoring guideline, Career Planning Guide, Navy Acquisition Intern as applicable.	Training Coordinator	Date
7	DIRECTORATE / PEO ADMINISTRATIVE OFFICER	Directorate/PEO indoctrination	Administrative Officer	Date
8	TRAVEL SEA 102, BLDG 197/1E1600	Introduction to Government Travel Regulations and Procedures (JTR) Travel Card Forms Defense Travel System (DTS) Guide.	Travel Coordinator	Date
9	DIRECTORATE/PEO ACIO	Computer Set-Up/Password, Data Disposition, Livelink Admin. account/NAVSEA City account.	Activity Chief Information Officer (ACIO)	Date
10	EMPLOYEE SIGN IN	Employee, Welcome Aboard!	Employee Signature	Date
11	RETURN THIS PERSONNEL CHECK-IN FORM TO YOUR DIRECTORATE/PEO ADMINISTRATIVE OFFICE		Administrative Personnel	Date