PHD NSWC CIVILIAN CHECK-IN

NAVSEA WARFARE CENTERS PORT HUENEME

EMPLOYEE NAME:	CODE:	BUILDING NUMBER:	FLOOR:	PHONE:	REPORT DATE:

SUPERVISOR NAME:	CODE:	EXTENSION:

SPONSOR NAME:	CODE:	EXTENSION:

CHECK POINTS	SIGNATURE/DATE	APPOINTMENT
1. DEPARTMENT ADMINISTRATIVE ASSISTANT ☐ All check points contacted (Per PHD NSWC Guide) ☐ Retrieve Medical Form Fax medical form to Medical Clinic (Fax: 982-6469 -Sally)		
2. SUPERVISOR ORIENTATION ☐ Supervisor's Briefing ☐ Tour		
3. SECURITY OFFICE, Code 08, Bldg 444, Room 41, ext. 8-8786 ☐ Security Clearance Processing ☐ Information Assurance Form DD-2875		**Date:** _____ **Time:** _____
4. TRAVEL OFFICE, Code 0720, Bldg 445, ext. 8-6198 ☐ GOVCC Application		**Monday at 1400**
5. STILO, Code 206, Bldg 1380, Room 101, ext. 8-7047		**Date:** _____ **Time:** _____
6. OCCUPATIONAL SAFETY, Bldg 444, ext. 8-5667/ 8-6010		**Tuesday at 1000**
7. OFFICE OF COUNSEL, Code 011, Bldg 445, ext. 8-8247/8246		**Tuesday at 1400**
8. OFFICE OF LOGISTICS, Bldg 445, ext. 8680		
9. DEPUTY EEO OFFICER, Code 023, Bldg 445, ext. 8-8155		**Date:** _____ **Time:** _____
10. ENVIROMENTAL OFFICER, Code 208, Bldg 435, ext. 8-6161		**Date:** _____ **Time:** _____
11. CAREER DEVELOPMENT IDP, Bldg 444, (ext. 8-0336 - Linda Murray)/ ext. 8-8159 - Carly Brown)		
12. NAVSEA BADGE, Code 08, Bldg 1385, ext. 8-7396		**Wednesday at 1000**
13. MEDICAL APPOINTMENT, Bldg 1402, 982-6356 ☐ Establish Medical Record		**Date:** _____ **Time:** _____
14. CAC APPOINTMENT, NBVC Bldg 1169		**Date:** _____ **Time:** _____
15. NBVC Pass & Decal, Sunkist Gate, Bldg 1183		
16. UNION; NAGE, Bldg 444, ext. 8-0935**; FUSE,** Bldg 435-West , ext. 8-0934 ***Employee Voluntary***		

Remarks

RETURN COMPLETED FORM TO YOUR ADMINISTRATIVE OFFICER AND RETAIN COPY FOR YOUR PERSONAL RECORDS

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PURPOSE

1. DEPARTMENT ADMINISTRATIVE ASSISTANT
Schedule department internal introductory appointments and notify the department AISPOC to update a permanent profile to employee's NMCI account. ***Collect HR Check-In Form***

2. EMPLOYEE'S CODE
Supervisor completes the PHDNSWC Form 12460/1. Orientation briefing introduction to teammates and other managers.

3. SECURITY OFFICE ***Call ext. 8-7196 for appointment***
Security Briefing, Security Clearance Processing IA Form DD-2875 **(SAAR)** Form completed by employee.

4. TRAVEL TEAM
Briefing, Apply for Govt Travel Credit Card

5. STILO ***Call ext. 8-7047 for appointment***
Overview Briefing

6. OCCUPATIONAL SAFETY
Safety Training

7. OFFICE OF COUNSEL
Standards of Conduct Training, OGE Form 450

8. OFFICE OF LOGISTICS
Logistics Interns and Logisticians schedule meeting with Director of Logistics

9. DEPUTY EEO OFFICER ***Call ext. 8-8155 for appointment***
Overview Briefing

10. ENVIROMENTAL OFFICER ***Call ext. 8-6161 for appointment***
Overview Briefing

11. CAREER DEVELOPMENT ***Call Only*** **Linda Murray ext. 8-0336/Carly Brown ext. 8-8159**
DAWIA, Mandatory Training, Library Usage, Career Development Opportunities Brief

12. NAVSEA BADGE
Get NAVSEA Badge, Bldg Access

13. MEDICAL APPOINTMENT
Complete patient information form and fax to 982-6469. (This is required to establish a medical record)

14. CAC APPOINTMENT
Get DoD identification card for computer access

15. NBVC Pass & Decal
Get permanent car decals, bring proof of insurance, drivers license, vehicle registration, I-9 for contractors, smog certification (out of state vehicle requirement)

16. UNION
Union Overview Briefing ***Employee Voluntary***

Remarks