

COMFISCS/FISCS D CIVILIAN Check-In / Check Out (San Diego Metro Area) (11/26/07)

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Last Name		First Name		MI	Nickname	Phone
Code No.	Dept Name:	Email		Grade/Series	Title	

Check-In Report Date _____ Supv Name/Phone _____
 Check-Out Detach Date _____ Choose one: Retire Separate Transfer

CHECK-IN AND CHECKOUT: All contacts required unless specified otherwise.

**THIS FORM: Check-in - Supervisor retain / Checkout - Security retain. Employee: Retain a copy..
 ALWAYS USE THE LATEST UPDATED FORM ON MyNAVSUP - FISCS D - LIBRARY - Forms link.**

CHECK-IN ONLY POC: INITIAL/DATE

- CNRSW Human Resources Office - Bldg. #1, 3rd Flr, 532-2839/1685
 Ensure New Employee POSH Training (Check-in) _____
- Corporate Communications
COMFISCS (Code 00CC) - Bldg 1, 3rd Floor, 532-1442/3673
FISCS D (Code 0CC) - Bldg 1, 7th Floor, Cube 61, 532-1362
 Employee Intake..... (Check-in) _____

GS-12 AND ABOVE - Check in with XO/Command POC: INITIAL/DATE

- FISCS D CO/XO (532-2202) or COMFISCS COS- (532-2203) **APPT CALL**
 Bldg 1 - 7th Floor - Command secretaries _____

SUPERVISORS ONLY POC: INITIAL/DATE

- Supervisory Development Program (Code 352) - Bldg. #1, 3rd Flr, 532-3256 _____

CHECK-IN AND CHECKOUT - All Employees (or as indicated) POC: INITIAL/DATE

- COMPROLLER DEPT (Code 010)
FISCS D Liaison Office (Code 010) - Bldg. #1, 6th Flr, 532-2975
Payroll Desk (Code 010) - Bldg. #1, 6th Flr, 532-2136
Travel Desk (Code 013) - Bldg. #1, 6th Flr, 532-1395- (Cardholders Only)
 Transfer card or new card (Check-in)
 Current cardholder (close out card) (Checkout)
Transportation Incentive Program (TIP) (Code 010)
 Bldg. #1, 6th Flr, 532-3030 (Checkout: Only if a TIP participant) _____
- FISCS D Security Office (Code 0SD/354) - Bldg. #1, 1st Flr, 532-4561/3950 **APPT CALL**
 Security Clearance (Check-in)
 FISCS D Security Policy (Check-in)
 FISCS D New Employee Security Orientation (Check-in)
 Command Critical Essential (CE)..... (Check-in)
 Security Debrief (clearance or as required) (Checkout)
- CNRSW Access Control Office - Bldg. #1, 1st Flr (Main entrance behind guard), 532-3302
 (Located in same office as FISCS D Security)

- (*Items below may be performed at other installation.)
 *DoD Parking Decal (site specific)
 *Parking assignment (if required)
 *CAC Employee ID Card (Get list of sites - APPT CALL)
 *Temporary ID Pass (if needed)
 *Temporary Vehicle Pass (if needed).....

CHECK-IN AND CHECKOUT – All Employees (or as indicated) - continued

POC: INITIAL/DATE

FISCSD Training/Admin (Code 350) - Bldg. #1, 3rd Flr, 532-2038

- Employee Orientation/Web IDP (Check-in)
- Close-out training/databases/lists..... (Checkout)
- Cell phone or pager (if applicable) (Checkout)
- Supervisory Development Program (if applicable) (Check-in)

Information Assurance (Code IAM/321) - Bldg. #1,4th Flr - **APPT CALL 532-1787/1722**

- User Agreement (**SAAR-DD2875)/IA Training (Check-in)
- Close-out system access..... (Checkout)

Office of Counsel (Code 0L) - Bldg. 1, 7th Flr - **APPT CALL 532-2197**

- All new hires - indoc/briefing (Required) (Check-in)
- **OGE-450 (only if applicable) (SUPV must advise) (Check-in)
- Separating/retirees only (not Navy transfer) (Checkout)

NMCI Coordinator, Your Department (Supervisor may do this.)

- NMCI/network access/close out (IS request)
- Hardware setup or close out (IS request).....

Your Supervisor - **Supv: Ensure these are completed & signed off.**

- *Prepare & Sign System Access (**SAAR-Info Assurance)..... (Check-in)
- **Does employee need OGE-450? Yes No (SUPV must advise)
- Keys/Access Cards (if applicable).....
- Review Evacuation and Muster Procedures
- Voicemail: SUPV email FISCSD_AUDIX
- Minor Property (if applicable).....
- Letters of Authority (if applicable).....
- Set up Individual Development Plan (IDP) (Check-in)
- ***NMCI access, contact NMCI POC or do IS Request

NMCI POC or Supervisor, Your Department

- NMCI setup or close out (IS request, can take up to 6 wks).....

ALWAYS USE THE LATEST FORM – ONLINE AT MyNAVSUP – FISCSD – Library – Forms link

****NOTE:** Completion of the System Access Request Form (SAAR) DD-2875, is a NETWARCOM Information Assurance requirement for anyone needing access to DoD IT systems, including NMCI desktops and Legacy systems. The form requires signature from supervisor as well as Information Assurance and other administrators. Interactive form is available online at: MyNAVSUP – FISCSD – Library tab – FISCSD Standard Forms – NETWARCOM User Agreement section.

For changes or comments please contact FISCSD Records Management (Code 353), 619-532-3420/2038.