

COMFISCS/FISCSD CONTRACTOR Check-In and Check-Out (03/27/08)

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Last Name		First Name		MI	Nickname
Job Title	Department/Unit Name	Code	Sponsor Name		Sponsor Phn
Contracting Company Name/Location					Company Phn

- **Check-Out.** When leaving FISCSD, you are required to check out with the offices/checkpoints below.

CHECK-IN / CHECK-OUT
All contacts required unless specified otherwise.

POC: INITIAL & DATE

Your FISCSD Sponsor POC: Will direct you to what to do next.

- Contact department **Trusted Agent:** Contractor must complete **Contractor Verification System (CVS)**.....
- Ensure that Security/Trustworthiness applications are submitted to Security in a timely manner
- Complete **paperwork for access card (CAC)**.....
- Ensure IA and Security paperwork are complete.....
- Review Evacuation and Muster Procedures
- Issue/return Keys/Access Cards (if applicable).....
- Passwords/Location of electronic data.....
- Voicemail set-up/close-out **e-mail FISCSD AUDIX**.....

FISCSD Security Office (Code OSD) - Bldg. #1, 1st Flr, 532-4561/3950 **(BY APPT CALL)**
FISCSD Security processes security/trustworthiness investigations required for all SD Metro sites - call for additional information.

1) The Security Clearance or Trustworthiness Background Investigation should be performed by company before check-in.

- Has Contracting Company performed the Background Investigation? Yes No
(If No, check with Security for correct form.)

2) Is contractor Command Critical Essential (CE)?..... Yes No

CNRSW Access Control Office - Bldg. #1, 1st Flr, 532-3302
(Co-located with FISCSD Security Office)

1) Visitor Authorization Request (VAR) (OPNAV 5521) must be submitted by the contracting company before check-in allowed

- Has VAR been submitted? Yes No

2) Sponsor letter from the FISCSD department verifying the hire name/SSN/contract number

- Has Sponsor Letter been submitted?..... Yes No

3) Outlying SD Metro area sites - **Functions below performed at the host installation, e.g. NB San Diego and NB Coronado.

- **DoD Parking Decal (site specific)
- **Review installation parking policy *(Check-in only)*

4) DD1172-2 form, Application for Contractor CAC required before CAC issued

- Has DD1172-2 been received? Yes No
- **CAC Card issued *(Not Broadway, get list of sites)*..... *(Check-in only)*

Information Assurance (Code IAM) - Bldg. #1, 532-1787/1722 **(BY APPT CALL)**

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

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

New Employee POSH orientation (Check-in

Employee intake - Databases/lists.....

NMCI POC, Your Dept_ (Sponsor will arrange this.)

NMCI/network set-up/close out/IS request

Hardware set-up/close out - IS request

****NOTE IA REQUIREMENT:** 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.

ALWAYS USE CURRENT UPDATED FORM ON MyNAVSUP – FISCSD – LIBRARY.

Online at MyNAVSUP – FISCSD - Library tab – Standard Forms link.

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