

SPAWAR SYSTEMS CENTER NORFOLK
CIVILIAN CHECK-IN SHEET

Name		Code	Check-In Date	
Location	Purpose / Comments		Initial	Date
	Commanding Officer	<ul style="list-style-type: none"> • Appointment required 		
	Technical Director	<ul style="list-style-type: none"> • Appointment required 		
	Executive Officer	<ul style="list-style-type: none"> • Appointment required 		
	Admin Security Office	<ul style="list-style-type: none"> • SSC Norfolk Badge • Common Access Card (CAC) 		
	NERP	<ul style="list-style-type: none"> • Initiate / Establish NERP account 		
	Travel Office (DTS)	<ul style="list-style-type: none"> • Travel Charge Card processing • Travel System processing 		
	Transportation Incentive Program	<ul style="list-style-type: none"> • TIP brief 		
	Timekeeping	<ul style="list-style-type: none"> • Establish SLDCADA account 		
	Human Resources	<ul style="list-style-type: none"> • New employee brief 		
	Training	<ul style="list-style-type: none"> • Training requirements brief 		
	Standards of Conduct	<ul style="list-style-type: none"> • Ethics brief 		
	Local PKI Registration Authority	<ul style="list-style-type: none"> • Establish User Account • Issue PKI Certificate 		
	Information Systems Security	<ul style="list-style-type: none"> • Sign User Agreement 		
	Key Control	<ul style="list-style-type: none"> • Issue keys 		
	Supervisor	<ul style="list-style-type: none"> • NMCI Form • SAAR System Access 		
Director / Department Signature			Date	
Employee Signature			Date	