

**CHECK-IN SHEET**  
**CHECK-IN - CONTRACTOR (CTR)**

1. CTR Name:	2. CTR Contact Info:
3. AO Name:	4. AO Contact Info:
5. Supervisor Name:	6. Supervisor Contact Info:
7. Start Date:	8. ONR Code:

**In order to complete the onboarding process as quickly as possible, please take the following actions prior to arrival at ONR. These steps are necessary to obtain a CAC, computer, and the other assets and system accesses required to fulfill one's role within the ONR mission**

9. Requirement	Your Action	Where to Submit / Report	Date Completed
<b>Pre-Arrival Procedures</b>			
<b>a. Verify Onboarding</b>	Prospective employees must be approved prior to onboarding at ONR. The employee's company supervisor is responsible for obtaining this approval. To do this, complete the following: (1) Verify the contracting company has submitted a Visitor Authorization Request (VAR) to both ONR Security and the Administrative Officer (AO) (2) Verify ONR Security and AO have valid employee email, so that the employee may receive initial onboarding procedures.	Security Room 624A 703-696-6845	
	Upon receipt of the VAR, ONR Security will verify the onboarding member's background investigation and security clearance. If the workforce member has never been subject to a favorable Personnel Security Investigation (PSI) or if a higher security clearance is required, ONR Security will inform the onboarding member of any additional requirements which may include completion of a PSI and applicable fingerprints.	Administrative Officer (AO)	
<b>b. Complete Forms</b>	Upon receipt of the Welcome email, complete the following: (1) Obtain company signature on the ONR Non-Disclosure Agreement (NDA); maintain original copy to submit to ONR Security upon arrival at ONR (Step 9j) (2) Coordinate with AO/PM to submit personal information required for onboarding (3) Complete the System Authorization Access Request - Navy (SAAR-N) form and submit to the AO. NOTE: These actions should be completed as soon as possible as this information is used to initiate processing; contact the AO for further instructions to protect Personally Identifiable Information (PII)	Administrative Officer (AO)	
<b>c. Cyber Awareness Challenge Training</b>	(1) Complete the Cyber Awareness Challenge Training: <a href="http://ase.disa.mil/eta/cyberchallenge/launchPage.htm">http://ase.disa.mil/eta/cyberchallenge/launchPage.htm</a> (2) Email a copy of the Cyber Awareness Challenge Training certificate to the AO; maintain original copy to be submitted upon arrival	E-mail a copy of training certificate to your AO.	
<b>d. Complete Privacy and PII Training</b>	(1) Complete the Privacy and Personally Identifiable Information (PII) Training: <a href="http://www.doncio.navy.mil/PIICourse/">http://www.doncio.navy.mil/PIICourse/</a> (2) Email a copy of the Privacy and PII Training certificate to the AO; maintain original copy to be submitted upon arrival.	E-mail a copy of training certificate to your AO.	
<b>e. Submit SAAR-N Form</b>	If the SAAR-N form was submitted pre-arrival, the actions below are not applicable. If, however, the SAAR-N for could not be completed pre-arrival, complete the following: (1) Report to the Military Sponsor; obtain and complete the SAAR-N form. (2) Report to Government Supervisor; request signature on the SAAR-N form (also request signature on the Travel Card forms, as required) (3) Submit the SAAR-N for back to the Military Sponsor, who will send it to the IA Manager Note: The IA Manager will route the SAAR-N Form for approval.	Military Sponsor	
		Your Government Supervisor	
<b>f. Submit TASS Information</b>	Once the VAR is received and approved by ONR Security, Government Sponsor will submit a CVS form to Trusted Agent (TA). TA will send onboarding WFM TASS instructions. Follow the TASS instructions to log in and submit demographic information. This information will be automatically submitted to ONR Security for approval. The onboarding member will receive notification upon approval.	Security Room 624A 703-696-6845	

**Upon arrival at ONR, the onboarding member will require an escort. Make arrangements with ONR POC to get into the building.**

9. Requirement (Continued)	Your Action	Where to Submit / Report	Date Completed
<b>Complete In-Person Check-Ins</b>			
g. Check-In with Security	Report to Security; verify WFM has all required information (ex. Current PSI, valid VAR, etc.) to take necessary onboarding actions. Note: Security will not check in WFM until PSI has been verified.	Room 624A 703-696-6845	
h. Obtain CAC and PMP Enrollment (As Required)	For those who do not already have a Common Access Card (CAC), one will need to be obtained, but the onboarding member must be populated in Joint Personnel Adjudication System (JPAS) and the Defense Enrollment Eligibility Reporting System (DEERS); once verified, complete the following:  (1) Schedule an appointment at the nearest DEERS/RAPIDS Site to obtain CAC. To schedule an appointment use the following link: <a href="https://rapids-appointments.dmdc.osd.mil">https://rapids-appointments.dmdc.osd.mil</a> . Two forms of identity (Driver's License, Passport) and proof of Social Security Number (SSN) are required to obtain a CAC. (2) Enroll CAC in Privilege Management Program (PMP) at the Pentagon Pass Office (Room 1F1084) from 0800 - 1530 Mon- Fri. To schedule an appointment use the following link: <a href="https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=735&amp;AspxAutoDetectCookieSupport=1">https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=735&amp;AspxAutoDetectCookieSupport=1</a> . The DD Form 2249 is required for PMP enrollment.	DEERS/RAPIDS Site and Pentagon Force Protection Agency - 9000 Defense Pentagon, 703-965-5923 703-697-5356	
i. Obtain and Set-up Hardware	(1) Coordinate with the Asset Manager to obtain the required ONR assets (computer, cell phone, air card, etc.).	Asset Manager Room 514A 703-696-2713	
	Upon receipt of CAC and computer, complete the following: (2) Call Navy Marine Corps Intranet (NMCI) Help Desk; request for NMCI account set-up.	NMCI Help Desk 1-866-843-6624	
	Note: Government sponsor presence is required to validate request. (3) Map share-drives to computer (contact AO or the OneDesk for instructions).	OneDesk Room 501 703-696-1313 (Option 1)	
j. Check-In with HQMGMT	Report to Headquarters Management (HQMGMT) and provide your workspace assignment number (contact your AO if unknown).	HQMGMT Room W618 703-696-4552	
k. Check-In with Acquisition Department (ONR 02)	(1) Complete NDA (2) Obtain guidance on the following information systems: Wide Area Workflow (WAWF), Electronic Document Access (EDA), Contracting Officer Representative Tracking (CORT) Tool, and Contractor Performance Assessment Reporting System (CPARS)	ONR 02 Representative Room 1238C 703-696-2186	
l. Report to COR	Report to the Contracting Officer's Representative (COR)	COR	
After completing all requirements above, report to your Administrative Officer (AO) to verify completion of all requirements (signature and date for all line items).			
<b>CONTRACTOR SIGNATURE AND DATE</b>			
Upon completion, please submit to ONR HR (Room 537C) for validation of Check-In requirements.			