

USNA CIVILIAN EMPLOYEE CHECK-IN SHEET

Employee Name: _____

Department: _____

Date of Check-In: _____

HRO POC: _____

Instructions:

Employee: It is your responsibility to contact each of the following locations and obtain the signature of the responsible official by the specified deadline. In addition, you must complete each of the assigned tasks in the time allotted and sign that you have completed them. Once every mandatory item has been completed on the checklist, **return form to your Human Resources Office (HRO) POC NLT 90 days after check-in.**

Supervisor: Ensure that the employee has received signatures from every location contact, none may be excused. Once they have received their CAC, make sure adequate time is allotted to complete their mandatory training. Ensure a Performance Plan and an Individual Development Plan (IDP) are created for the new employee within 30 days and a copy of the plans are submitted by the employee with this form to the HRO.

REQUIRED CHECK-IN LOCATIONS FOR NEW USNA CIVILIAN EMPLOYEES (Continued on reverse side of form)

LOCATION	CHECK-IN REQUIREMENT	PURPOSE	SIGNATURE/DATE OF LOCATION CONTACT
Travel Office Halligan Hall, 2nd floor	Mandatory.	Travel cards.	
Security Office Bldg 257, Room 305/307	Mandatory. Complete on the date/time assigned by the HRO.	Fingerprinting and turn in e-QIP signature pages.	
Occupational Health Naval Medical Clinic Building 252, Basement	Mandatory. Complete first week of check-in.	Physical screening and/or database entry/file creation.	
Information Technology Service Center (ITSC) Ward Hall, Ground floor	Mandatory. Complete first week of check-in.	Information Assurance training, Privacy Act and PII training, issue of IT accounts.	
Immediate Supervisor Name: _____ Phone: _____ E-mail: _____	Mandatory. Complete on date of check-in.	Issue of office, computer, tools, special clothing, plant account property, etc.	
	Mandatory. Complete within 30 days.	Receive Performance Plan and complete Individual Development Plan (IDP).	
Building First Lieutenant or Immediate Supervisor	Mandatory. Complete first week of check-in.	Issue of office and/or building keys. If no keys issued, supervisor puts NA and signs.	
DEERS/ID Card Office NSA Annapolis 168 Benion Rd., Room 218	Mandatory. Complete during second week of check-in.	Issue of Common Access Card (CAC).	
Safety Department NSA Annapolis 168 Benion Rd., Room 219	Mandatory. Complete during second week of check-in.	Safety creates employee ESAMS account.	
Pass and ID Office Visitor Access Center Gate 1	Mandatory. Complete during second week of check-in, after receiving CAC.	Vehicle registration and issue of Faculty/Staff vehicle sticker.	
Armel-Leftwich Visitor Center	Mandatory. Complete within 30 days.	View 13-minute movie "The Call to Serve" and take a guided walking tour.	
Nimitz Library Circulation Desk, 1st floor	Optional.	Library card.	

REQUIRED CHECK-IN LOCATIONS FOR NEW USNA CIVILIAN EMPLOYEES
(Continued from front side of form)

LOCATION	CHECK-IN REQUIREMENT	PURPOSE	SIGNATURE/DATE OF LOCATION CONTACT
PE Department http://intranet.usna.edu/PEDept Ricketts Hall, Rm 367	Optional.	P.E. button (apply for button online first, then pick up during button issue hours).	
Midshipmen Store Bancroft Hall, 1st Wing	Optional.	Midshipmen Store Shopping Card and Name Tag.	
Naval Academy Club membership@usna.edu	Optional.	Membership.	

TASKS TO BE COMPLETED BY NEW USNA CIVILIAN EMPLOYEES
(Complete after issued CAC)

TASK	CHECK-IN REQUIREMENT	SIGN/DATE TO CERTIFY COMPLETION
Complete Training:		
1. New Employee Orientation Date/Time/Location _____	Mandatory. Complete on date assigned.	
2. Initial Ethics Orientation (IEO) Date/Time/Location _____	Mandatory. Complete on date assigned.	
3. Counterintelligence Awareness and Reporting (CIAR) http://cdsetrain.dtic.mil/cidod/	Mandatory. Complete within 30 days.	
4. No Fear Act TWMS - "DON EEO/Diversity/Anit-Harassment Training (CEU: 0)"	Mandatory. Complete within 90 days.	
5. Prevention of Sexual Harassment (POSH) TWMS - "DON EEO/Diversity/Anit-Harassment Training (CEU: 0)"	Mandatory. Complete within 90 days.	
6. Constitution Day and Citizenship Day TWMS - "Constitution Day Training"	Mandatory. Complete within 90 days.	
Log in/create accounts:		
1. Total Workforce Management Services (TWMS) https://mytwms.navy.mil	Mandatory. Complete second week of check-in (need CAC).	
2. Navy Knowledge Online (NKO) https://www.nko.navy.mil	Mandatory. Complete second week of check-in (need CAC).	
3. Self Service for My Personal Information (My Biz) https://compo.dcpds.cpms.osd.mil	Mandatory. Complete second week of check-in (need CAC).	
4. Employee Benefits Information Service (EBIS) https://www.civilianbenefits.hroc.navy.mil	Mandatory. Complete second week of check-in (no CAC reqd).	
5. Enterprise Safety Applications Management System (ESAMS) https://esams.cnic.navy.mil/ESAMS_GEN_2/LoginESAMS.aspx	Mandatory. Complete second week of check-in (CAC optional).	
6. MyPay https://mypay.dfas.mil	Mandatory. Complete after first paycheck (CAC optional).	
7. Thrift Savings Plan (TSP) https://www.tsp.gov	Mandatory. Complete after info arrives in mail (no CAC reqd).	
8. Skillsoft https://usnafacultyandstafftraining.skillport.com	Mandatory (no CAC reqd).	
Benefits:		
1. Federal Employee Health Benefits (FEHB)	Optional. Complete within 60 days. After 60 days must wait for Open Season (2nd week of Nov to 2nd week of Dec) for FEHB, FEDVIP, and FSAFEDS.	
2. Federal Employee Group Life Insurance (FEGLI)		
3. Federal Employee Dental and Vision Insurance Programs (FEDVIP)		
4. Federal Flexible Spending Accounts (FSAFEDS)		
5. Federal Long Term Care Insurance Program (FLTCIP)		
6. Thrift Savings Plan (TSP)	Optional. Consider changing amount and/or allocation.	