CNICINST 5300.4A
N00C
12 Feb 2013

CNIC INSTRUCTION 5300.4A

From: Commander, Navy Installations Command

Subj: HEADQUARTERS PERSONNEL CHECK-IN/CHECK-OUT AND ORIENTATION PROCEDURES

Ref: (a) CNICINST 5300.3
       (b) SECNAV M-5210.1

1. Purpose. To implement policy and procedures and to provide guidelines for Commander, Navy Installations Command (CNIC) headquarters (HQ) for an effective, efficient, and reliable system for the timely administrative processing and orientation of incoming and departing personnel.

2. Cancellation. CNICINST 5300.4 dated 6 Dec 2011.

3. Background

    a. CNIC HQ requires an efficient and reliable system for personnel check-in, orientation, and check-out to ensure actions required by policy and regulations are accomplished in a timely manner.

    b. To this end, CNIC HQ has implemented a number of changes to its check-in and check-out processes designed to increase the efficiency and effectiveness of in-processing and out-processing:

        (1) At CNIC HQ, sponsors designated by their N-Codes or Special Assistants (SAs) provide critical support, in accordance with reference (a), to military and civilian personnel as they transition into the HQ environment.

        (2) HQ has automated personnel check-in and check-out through CNIC's Total Workforce Management Services (TWMS) system to enable real-time documentation of personnel transition status and to expand personnel reporting capabilities and administrative accountability.

(3) A CNIC HQ public website has been created that allows anyone with Internet capabilities to access information on in-processing and out-processing. This site, the Personnel Check-In/Check-Out Center, provides detailed guidelines and links to forms, documents, training, and informational websites required for checking in and out of CNIC HQ.

4. Policy

a. This instruction applies to all military, civilian, and contractor personnel supporting CNIC HQ within and outside of the Washington metropolitan area. For military, this instruction applies to active duty, reserve (including those on orders of 60 days or less), and Individual Augmentees (IAs). For civilians, it covers part-time and full-time employees, developmental (intern) positions, summer hires, and non-appropriated fund (NAF) personnel. For contractors, it applies to persons working full-time or part-time.

b. Remotely situated HQ personnel must check in and check out with their local CNIC HQ Security points of contact. Remote personnel may be required by their local organizations to complete check-in or check-out activities beyond those described in this instruction.

c. In-processing is an important element in successfully integrating personnel into the CNIC HQ environment. In-processing includes both pre-arrival and on-site activities and begins as soon as possible after confirmation of an on-boarding date. With the exceptions of military personnel on orders of 60 days or less and developmental (intern) personnel, both of whom follow a shortened check-in process, check-in requirements for HQ personnel are organized into phases. The phases are defined in accordance with the timing and sequence of completion that will most effectively enable incoming personnel to fully engage in mission-support work.

(1) Phase 1. The first phase of check-in covers actions required before incoming personnel can be set up in a workspace and be granted access to CNIC computer systems and the CNIC portal, Gateway 2.0 (G2). First-phase check-in activities should be completed within 2 to 5 business days of arrival on site. N-Code/SA-assigned sponsors should be actively engaged in providing pre-arrival and on-site support to incoming personnel. Phase 1 check-in sheets can be found on the CNIC public website

at:
http://www.cnic.navy.mil/CNIC_HQ_Site/WhoWeAre/CNICJobs/Personne
lCheckInCheckOut/index.htm, and on the G2 Command and Staff
(N00C) Check-In/Check-Out team site at:
https://g2.cnic.navy.mil/TSCNICHQ/N00/PCICOP/default.aspx.

      (2) Phase 2. The second phase of check-in includes
activities required for the command to remain in compliance with
federal, departmental, and other requirements. Second-phase
check-in actions should be completed within the first 10
business days of arrival on site. Phase 2 check-in sheets can
be found on the G2 N00C Check-In/Check-Out team site at
https://g2.cnic.navy.mil/TSCNICHQ/N00/PCICOP/default.aspx.

      (3) Phase 3. The third phase of check-in covers
activities to ensure that incoming personnel are fully informed
of and integrated into CNIC HQ operations. Phase 3 requirements
include attendance at CNIC HQ Command Orientation, which
provides incoming personnel with an overview of the CNIC mission
and a high-level introduction to HQ N-Code/SA responsibilities.
All third-phase requirements except Command Orientation should
be completed within 15 business days of arrival on site.
Incoming personnel should attend HQ Command Orientation at the
first scheduled opportunity after their arrival on site. Phase
3 check-in sheets can be found on the G2 N00C Check-In/Check-Out
team site (see link in paragraph 4c(2) above).

   d. Further integration of new personnel is accomplished
through N-Code/SA-developed indoctrination, after check-in is
complete, as described in paragraph 5d(8) of this instruction.

   e. CNIC HQ out-processing requirements must be initiated no
later than 15 working days prior to an individual's departure
date. Out-processing requirements ensure the complete and
timely processing of personnel awards and personnel records, the
updating of databases to deactivate or remove personnel data
from accounts and accesses, and the return of information
technology (IT) equipment and security badges to the appropriate
functional offices. All check-out requirements must be
completed prior to the individual's physically departing the
command. Check-out sheets can be found on the CNIC public
website at:
http://www.cnic.navy.mil/CNIC_HQ_Site/WhoWeAre/CNICJobs/Personne
lCheckInCheckOut/index.htm, and on the G2 N00C Check-In/Check-
Out team site at:
https://g2.cnic.navy.mil/TSCNICHQ/N00/PCICOP/default.aspx.

5. Responsibilities

    a. CNIC HQ Check-In/Out Coordinator is responsible for:

        (1) Maintaining and monitoring the overall HQ check-in, orientation, and check-out processes for military, civilian, and contractor personnel.

        (2) Ensuring in-processing, orientation, and out-processing guidelines, processes, and procedures are being followed in accordance with this instruction.

        (3) Keeping check-in/check-out forms and guidelines up to date to ensure they reflect the latest requirements and up-to-date information on points of contact for HQ in-processing and out-processing.

        (4) Providing training to HQ staff on an as-needed basis.

        (5) Maintaining general oversight of check-in and check-out progress, and communicating with N-Code/SA Executive Assistants (EAs), Administrative Assistants (AAs), or designated administrative points of contact (POCs) when requirements for their personnel are delinquent.

        (6) Ensuring that the HQ Chief of Staff (COS), Command and Staff (N00C) Director, and N00C Deputy Director are regularly updated on personnel check-in and check-out program functioning and current in- and out-processing status.

        (7) Working with N-Code/SA EAs, AAs, or designated check-in/out POCs to keep the TWMS Personnel Check-In/Check-Out Module data and information correct and up to date.

        (8) Managing the CNIC HQ Command Orientation by:

            (a) Consolidating revised or updated N-Code/SA orientation briefing slides into a single slide deck.

            (b) Reviewing the consolidated CNIC HQ Command Orientation brief to ensure it reflects CNIC HQ guidelines and adheres to the standard briefing format.

(c) Loading the consolidated HQ Command Orientation brief to the G2 N00C Check-In/Check-Out team site at https://g2.cnic.navy.mil/TSCNICHQ/N00/PCICOP/default.aspx.

(d) Coordinating the quarterly scheduling of the HQ Command Orientation, posting the schedule (to include location, date, and time) on the Check-In/Check-Out team site on G2 (see link in paragraph 5a(8)(c) above).

b. CNIC HQ sponsors are responsible for:

(1) Ensuring they are aware of the latest guidelines for HQ personnel check-in.

(2) Maintaining communication with and providing comprehensive transition support to those they are sponsoring, throughout the timely completion of pre-arrival and on-site check-in requirements, in accordance with reference (a).

(3) Completing sponsor training in accordance with reference (a).

c. Force Master Chief (FORCM) is responsible for:

(1) Monitoring HQ military muster data.

(2) Designating a Military Locator and Assignment Muster (MLAM) coordinator to administer the MLAM spreadsheet.

d. The MLAM coordinator is responsible for updating and maintaining the MLAM spreadsheet.

e. CNIC HQ N-Code and SA EAs, AAs, or designated check-in/out POCs are responsible for:

(1) Ensuring they are aware of the latest guidelines for HQ personnel check-in.

(2) Initiating personnel in-processing and out-processing by creating an electronic record in the TWMS Personnel Check-In/Check-Out Module.

(3) Verifying that remote HQ personnel check in and out with their local CNIC HQ Security staff.

(4) Monitoring the progress of check-in and check-out for their department's personnel by regularly reviewing the status log in the TWMS Personnel Check-In/Check-Out Module.

(5) Maintaining a spreadsheet documenting the status of in-processing and out-processing for their department's personnel.

(6) Working with the HQ Check-In/Out Coordinator to ensure that the TWMS Personnel Check-In/Check-Out Module status log is correct and up to date.

(7) Submitting HQ muster and locator updates to the HQ MLAM coordinator on a weekly basis. This requirement applies to all military personnel reporting to CNIC HQ under permanent change of station (PCS), temporary additional duty (TAD), temporary duty (TDY) travel, etc.

f. CNIC HQ N-Codes and SAs are responsible for:

(1) Ensuring that all incoming military and civilian personnel have a designated sponsor in accordance with reference (a).

(2) Ensuring that assigned sponsors complete sponsor training in accordance with reference (a).

(3) Ensuring their department has designated an administrative point of contact (POC) for personnel in-processing and out-processing. The administrative POC for check-in and check-out may be the N-Code/SA EA, AA, or an administrative staff member.

(4) Notifying their EA, AA, or designated check-in/out POC of all personnel transitions (arrivals and departures) immediately after transition date is confirmed for the individual.

(5) Ensuring their EA, AA, or designated check-in/out POC adheres to the check-in, orientation, and check-out guidelines and procedures set forth in this instruction.

(6) Ensuring their department has submitted revised or updated briefing slides for the HQ Command Orientation to the HQ Check-In/Out Coordinator as requested.

(7) Appointing a representative to present N-Code/SA briefing slides at HQ Command Orientation.

(8) Conducting N-Code/SA-level indoctrination for new personnel that provides in-depth information on the mission, operations, inter-command and within-HQ coordination responsibilities, and other important N-Code/SA-specific information.

g. CNIC HQ Check-In/Check-Out Action Offices, as identified on the check-in and check-out sheets, are responsible for:

(1) Ensuring they are aware of the latest guidelines for HQ personnel check-in.

(2) Ensuring all in-processing and out-processing requirements in their functional areas are completed within the timeframes set out in section 4c(1) through 4e of this instruction.

(3) Updating their action status in the TWMS Personnel Check-In/Check-Out Module on a real-time basis.

(4) Notifying HQ N-Code/SA EAs, AAs, or designated check-in/out POCs of any issues preventing completion of personnel in- or out-processing within the required timeframes.

(5) Informing the HQ Check-In/Out Coordinator, in a timely manner, of new or revised in- and out-processing requirements and changes in point of contact information in their functional area.

h. Arriving and departing personnel are responsible for:

(1) Ensuring they complete all in-processing and out-processing requirements set out in the check-in and check-out sheets and on the HQ public website in accordance with the timeframes set forth in section 4c(1) through 4e of this instruction.

(2) Completing all legal requirements, including litigation hold procedures, prior to departure.

6. <u>Actions</u>

a. CNIC HQ Check-In/Check-Out Coordinator shall:

(1) Conduct formal training on HQ in- and out-processing requirements on a periodic basis for EAs, AAs, check-in/out POCs, check-in/check-out Action Offices, and other personnel as required.

(2) Revise checksheets upon receipt of information from check-in/check-out Action Offices on new or modified procedures and requirements. Updated checksheets should replace outdated checksheets on the HQ share drive, and should be posted on G2 on the N00C Check-In/Check-Out team site (see link at paragraph 4e above) and on the HQ public website (see link at paragraph 4e above).

(3) Keep the HQ public website's Personnel Check-In/Check-Out Center up to date with the latest information on requirements and points of contact, the most recent checksheets, and accurate links to training sites.

(4) Monitor personnel in-processing and out-processing status and overall completion of requirements through the TWMS Personnel Check-In/Check-Out Module.

(5) Meet with the N00C Director and Deputy Director weekly to update them on the health of the HQ check-in/check-out program.

(6) Brief the HQ COS monthly on the status of arriving and departing personnel.

(7) Maintain and update check-in/out POC information on all HQ N-Codes and SAs.

(8) Notify N-Codes and SAs when orientation briefing slide updates are required, providing them with sufficient lead time to accomplish the task.

(9) Consolidate N-Code and SA briefing slides and compile the HQ Command Orientation brief for submission to the N00C Director and Deputy Director for review and approval.

(10) Publish scheduled location, date, and time for the HQ Command Orientation in the Plan of the Week (POW) and in all-hands announcements, and send Outlook invitations to expected attendees.

b. CNIC HQ sponsors shall:

(1) Visit the HQ public website's Personnel Check-In/Check-Out Center at: http://www.cnic.navy.mil/CNIC_HQ_Site/WhoWeAre/CNICJobs/PersonnelCheckInCheckOut/index.htm, and read through the information on HQ check-in/check-out requirements.

(2) Complete sponsorship training before beginning their sponsor assignment in accordance with reference (a).

(3) Contact the incoming person within 10 business days of assignment as sponsor. Initial contact should be made in writing, and should include the link to the CNIC public website (see section 4e above), so individuals can access the CNIC HQ Personnel Check-In/Check-Out Center and complete pre-arrival requirements.

(4) Follow other sponsorship guidelines and complete actions as set forth in reference (a).

c. CNIC HQ N-Codes and SAs shall:

(1) Designate primary and back-up check-in and check-out points of contact.

(2) Assign sponsors to incoming military and civilian personnel in accordance with reference (a).

(3) Ensure that HQ Command Orientation briefing slides for their department are created/revised and submitted to the HQ Check-In/Out Coordinator as required.

(4) Select a representative to present their department briefing slides at HQ Command Orientation.

d. MLAM coordinator shall update the HQ MLAM spreadsheet upon receipt of data from N-Code/SA EAs, AAs, or check-in/out POCs.

e. CNIC HQ N-Code and SA EAs, AAs, or designated check-in/out POCs shall:

(1) Visit the HQ public website's Personnel Check-In/Check-Out Center at: http://www.cnic.navy.mil/CNIC_HQ_Site/WhoWeAre/CNICJobs/Personne

lCheckInCheckOut/index.htm, and read through the information on HQ check-in/check-out requirements.

(2) Initiate in-processing and out-processing by creating an electronic check-in or check-out record in the TWMS Personnel Check-In/Check-Out Module, as soon as they are informed of a new personnel transition in their department.

(3) Monitor status and completion of in- and out-processing requirements for their department personnel through the TWMS Personnel Check-In/Check-Out Module.

(4) Keep their personnel check-in/check-out Excel spreadsheet updated, and forward status data to HQ Check-In/Out Coordinator on a weekly basis.

(5) Verify and submit, no later than 1000 each Monday, the CNIC HQ weekly MLAM to the HQ MLAM coordinator, using the using the MLAM spreadsheet.

(6) Ensure personnel records processing, system access and account activation and deactivation/closure, IT equipment distribution and return, and security badge return are appropriately completed by their N-Code/SA personnel.

(7) Notify the HQ Check-In/Out Coordinator of any issues preventing completion of in- or out-processing within the timeframes set out in section 4c(1) through 4e of this instruction.

(8) Ensure all incoming personnel check-in sheets are returned to the HQ Check-In/Out Coordinator. Completed check-out sheets should also be returned to the HQ Check-In/Out Coordinator to finalize out-processing.

(9) Ensure new arrivals to their N-Code or SA are informed that their attendance is required at CNIC HQ Command Orientation.

(10) Assist N-Code or SA with updates and revisions to the department's orientation briefing slides.

    e. Check-In/Check-Out Action Offices shall:

(1) Visit the HQ public website's Personnel Check-In/Check-Out Center at:

http://www.cnic.navy.mil/CNIC_HQ_Site/WhoWeAre/CNICJobs/PersonnelCheckInCheckOut/index.htm, and read through the information on HQ check-in/check-out requirements.

(2) Begin their required personnel processing activities immediately upon receipt of the e-mail notification generated by TWMS when a check-in or check-out record is created.

(3) Update records in the TWMS Personnel Check-In/Check-Out Module on a regular basis to ensure accurate status on the completion of the actions and requirements in their functional areas.

(4) Follow up to ensure that arriving and departing personnel complete all requirements in their functional areas within the timeframes set out in section 4c(1) through 4e of this instruction.

f. Arriving personnel shall:

(1) Complete all pre-arrival and on-site requirements for checking in to HQ as set out on the check-in sheets and at the Personnel Check-In/Check-Out Center on the HQ public website.

(2) Submit their completed check-in sheets to the HQ Check-In/Out Coordinator.

(3) Attend HQ Command Orientation.

g. Departing personnel shall:

(1) Complete, prior to departure from the command, all requirements for checking out of HQ, as set out on the check-out sheets posted on G2 (see link above) and at the Personnel Check-In/Check-Out Center on the HQ public website.

(2) Submit their completed check-out sheets to the HQ Check-In/Out Coordinator or to their N-Code or SA EA, AA, or designated check-in/out POC prior to departure.

h. Departing personnel who have received a litigation hold notice from either Office of General Counsel or Force Judge Advocate shall complete all related requirements. This will involve the provision of records and information including e-mail records, voice-mail and instant messages, content contained

on BlackBerries, word-processing documents, spreadsheets, and computer databases.

7. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (b).

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