New Contractor Onboarding Checklist

Disclaimer: When emailing your sponsor or supervisor, please do not inlude Personal Identifiable Information (PII) in any of the required onboarding forms.

New Civilian Information

First Name:		Middle Initial:		Last Name:	
Check-In Date:		Division Assigned:		Assigned Sponsor:	
Assigned COR:		Work Phone Number:			

Pre Arrival to DCI

No.	Task	Point of Contact	Date Completed	Notes
1	Validate security clearance	COR/Sponsor		
2	Ensure contracting firm submitted one-year Pentagon access	COR/Sponsor		
3	Review welcome letter	Sponsor		
4	**Training -** Complete the following required training via the STEPP Portal; email completed training certificates to sponsor.			
4a	**Cyber Awareness Challenge (Current Year)**	Sponsor		
4b	**Identifying and Safeguarding Personally Identifiable Information (PII)**	Sponsor		
4c	**Derivative Classification**	Sponsor		
4d	**Marking Special Categories of Classified Information**	Sponsor		
4e	**Unauthorized Disclosure (UD) of Classified Information and Controlled Unclassified Information (CUI)**	Sponsor		
5	**Security Documents** - Review and complete the following documents; email completed documents to sponsor.			
5a	**SF-312 - Classified Information Nondisclosure Agreement** - Read the first page. Type in your first and last name on page 1 where it says "an Agreement Between". On the second page sign and date (DO NOT INCLUDE YOUR SSN).	IEX Security		
5b	**NATO Briefing Certificate** - Print this form and fill out lines 1 through 4, type Pentagon in line 5, then sign and date line 7 with "wet ink" (our security office will NOT accept a digital signature on this form).	IEX Security		
5c	**HQMC Security Briefing Sheet -** Ensure you initial each line and sign at the bottom of the page.	IEX Security		
5d	**Agreement to Hand Carry Classified Material** - Complete only if a courier card is needed; and if a TS courier card, a written justification is required.	IEX Security		
5e	**Pentagon Access Acknowledgement Form** -Print, sign, and date document.	IEX Security		
5f	**Complete NIPR SAAR Form** - For contractors without a CAC, complete Part I and provide a wet signature in box 11 and the bottom of page 4. Note: Once you've been issued a CAC you will be required to update this SAAR with digital signatures.	Sponsor		
6	Receive notification to obtain CAC from DCI security coordinator	IEX Security		

7	Make a CAC appointment, ensure to bring two forms of ID	Sponsor		

Tasks After Obtaining CAC				
No.	Task	Point of Contact	Date Completed	Notes
1	Arrive on site (greeted by site lead/sponsor escort to assigned workspace)	Sponsor		
2	Meet government lead, key personnel, and tour facilities	Sponsor		
3	Receive POC roster with phone numbers	Sponsor		
4	Check-in with IEX	Sponsor		