

**Naval Medical Center San Diego
Outside Rotator Check-In Process
2014-2015**

NAVAL BASE SAN DIEGO ADDITIONAL INFORMATION:

Rotators may turn in their completed Clearance Form up to 2 weeks prior to their rotation, provided the residency coordinator at NMCS D has sent in the information to Naval Base San Diego.

1 - Report to: Naval Base San Diego with SECNAV 5512/1 completed (form & instructions included)

2 - Report to: NMCS D, Radiology Department, Bldg. 1-2 (Roberta Vigil or to the Radiology, Chairman's Suite Office Personnel). NMCS D check-in forms will be provided.

Please note: If I am not available, please report to Mr. Andy Waters in the Chairman's Suite, Business Manager.

3 - Report to: Security Glass House located on the Courtyard Main level. Provide the signed SAAR Form & Cyber Awareness Challenge Training Certificate

To obtain a "computer awareness certificate, please complete:

* **Cyber Awareness Challenge Training DOD Version** & print out certificate and bring with you

Website: <http://iase.disa.mil/eta/online-catalog.html#iaatraining>

Click the "Launch Training" button and do the training. Training cannot be completed on a MAC computer

4 - These documents will be needed when you check into Bldg 26 2-B (see below)

* Driver's License

* Car Registration

* Proof of Vehicle Insurance

You will be issued a "Temporary NMCS D Photo Badge."

* Please inform personnel that the CAC card will be issued by Radiology

Where: Bldg 1-2 Radiology (Computer Personnel for dept.)

Darren or Aubry (619) 532-6339 (for temporary CAC Card (Token) for computer access

5 - After you are issued the temporary CAC card (called Token), you are to report to IMD, Bldg 2-G where it is activated for the rotation period

6 - The NMCS D Photo Badge which was provided by Security- Bldg 26, will also be needed when you report to IMD (Bldg 2-G) to activate the CAC card. IMD will also ask you to provide a copy of the Cyber Awareness Challenge Certificate.

Have a great rotation.

Bldg. 1-2

Roberta Vigil, Residency Coordinator: (619) 532-6755

Andy Waters: Business Manager: (619) 532-8715

Joy Enriquez: Secretary: (619) 532-8670

Breast Imaging: (619) 532-5593

Interventional Radiology: (619) 532-5875/8740

PLEASE RETURN THE TOKEN CAC CARD TO DARREN/AUBRY AT COMPLETION OF YOUR ROTATION