

MEMORANDUM

From: Command Sponsor Coordinator, Navy Information Operations
Command, Texas

To: Sponsoree

Subj: REQUIRED ITEMS TO HAVE ON HAND FOR CHECK-IN TO NIOC TEXAS

1. All Sailors will report in the Service Dress uniform on the first day of check-in. Each subsequent day of check-in will be in the Navy Service Uniform (NSU).

2. All Sailors must have the following items on hand on the first day of check-in:

- [] MILITARY ID. (You must know PIN beforehand).
 - a. For ID issues, call 346-3797 or VCC for a new ID or PIN reset.
- [] ORIGINAL STAMPED ORDERS FROM DETACHING COMMAND.
 - a. Must also bring any ORDMODS or DELAYS, if applicable.
- [] CURRENT PAGE 2 (NAVPERS 1070/6).
 - a. If missing Page 2, log onto BOL (OMPF).
 - b. All life events must be updated on your Page 2: i.e. marriage, divorce and adding or removing dependents.
- [] ADDRESSES AND PHONE NUMBERS FOR YOUR PRIMARY AND SECONDARY NEXT OF KIN. (If not already updated on PG2).
- [] ADDRESS AND PHONE NUMBER FOR WHOM YOU WISH TO DESIGNATE FOR DIRECT DISPOSITION (TRANSFER OF REMAINS) IN CASE OF CASUALTY. (If not already updated on PG2).
- [] SERVICE MEMBERS GROUP LIFE INSURANCE (SGLI).
 - a. Must bring the names, addresses and social security numbers of the person(s) you are designating to receive your life insurance.
 - b. If married, and would like Family SGLI for your spouse, you must have your spouse's social security number and date of birth.
- [] LAST EVALUATION, LETTER OF EXTENSION OR YOUR PERFORMANCE INFORMATION MEMORANDUM. (As they apply to you).
- [] ELECTRONIC FUNDS TRANSFER (EFT) INFORMATION.

a. Bring the name of your financial institution, account number (checking or savings) and bank routing number.

[] OLD AND CURRENT (NEW) ADDRESS IF YOU ARE REQUESTING DISLOCATION ALLOWANCE (DLA).

a. Ensure you update your new address with admin within 30 days of check-in to command.

[] ALL ITINERARIES AND RECEIPTS. (If traveled by air).

[] ALL HOTEL INFORMATION AND RECEIPTS.

[] LICENSE PLATE NUMBER/STATE, MILAGE DRIVEN, GAS RECEIPTS. (If traveled by privately owned vehicle).

3. All Sailors E-5 and above, or Sailors reporting with dependents, must first report to the Gateway Inn (located on Lackland Air Force Base) before securing a hotel off base. You must obtain a "Certificate of Non-Availability" if you are staying in a hotel other than the Gateway Inn.

4. All Sailors E-4 and below (not reporting with dependents) must report to the BEQ. (Or the Gateway Inn ONLY IF no vacancy at the BEQ).

5. All Single Sailors E-6 and below must run a request chit up the Chain of Command upon reporting in order to continue receiving their BAH.

6. All Sailors E-4 with over 4 years of service (not reporting with dependents) must also run a request chit to live off base and are subject to approval from the command.

L. M. Gaines
LSC USN

Welcome Aboard to Navy Information Operations Command, Texas

YN1 Thompson and YN2 Kirkman will assist you in your security military check in process. The Security-In Processing, Consent for Access to Records, Additional Contact Sheet, and Foreign Travel (Official and Unofficial) forms have been provided for you to complete and return as soon as possible.

As you are completing the Security-In Processing form, please provide a detailed explanation for each “yes” answer on the back of the form.

In regards to questions 3 and 4, make sure to annotate if you currently have or have had any contact with any persons who were born outside of the United States even if they are naturalized citizens. This information will be annotated on the Additional Contact Sheet. Ensure all lines are filled in appropriately.

If question 9d is answered as “yes”, please complete the Foreign Travel document. If your travel was due to deployment reasons, then on the back of the Security-In Processing form, annotate “I was attached to USS NIMITZ and visited the following ports” to include month and year of travel.

If there any questions while completing the above forms, please contact YN1 Thompson (210-346-3330), YN2 Kirkman (210-346-5103), or MAC Eaton (210-346-3792). We can also be contacted via email at Lakeisha.d.thompson.mil@mail.mil, Michael.s.kirkman.mil@mail.mil, or John.m.eatonl.mil@mail.mil. Thank you.

NAVY INFORMATION OPERATIONS COMMAND, TEXAS CHECK IN

NAME (Last, First & MI)			RANK/RATE		SSN XXX-XX-
DEPT/DIV	UIC	SPONSOR'S NAME	PHONE	PRD	EAOS
REPORT DATE			PREVIOUS COMMAND		
COMMAND CHECK IN POINTS					CHECK IN (Initial & Date)
BLDG 8000 (3 Hour Visitor Badge)					
ADMIN All Check-Ins must set appointment Date/Time:					
NSA/CSS TEXAS SSO 346-3330/5103 SSO Printed Name:					
GOVT TRAVEL CARD COORD MRS. BELVIY 346-3832, MR. SHANKS 346-3833					
DTS COORDINATOR LS1 RICHARDSON 346-3834, MRS. BELVIY 346-3832					
Visitor Control Center Thursday 1400 (to be completed w/I 5 working days)					
COMMAND MASTER CHIEF (ENLISTED ONLY) CMDCM MONTES 346-4253					
CHIEF MASTER-AT-ARMS MAC EATON 346-3792					
MEDICAL/DENTAL LIAISON HMC HILL, 346-3790					
MANPOWER - FTMJ1 CTI1 SHREWSBURY 346-5170					
MENTORSHIP COORDINATOR CTIC PIERRELOUIS 346-6726					
SUICIDE PREVENTION CTIC MICAELA WALKER 346-5051					
COMMAND FITNESS LEADER CTIC POWELL 346-6725					
SENIOR WATCH OFFICER (O1's, O2's, Chiefs and PO1's) LTJG RODGERS 346-5032					
COMMAND MANAGED EQUAL OPPORTUNITY YNC LEFTRIDGE 346-3791					
SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) CTICS HURLEY 346-5486					
TRAINING CTI1 LEIGH/CTI2 PIERONI 346-3331					
COMMAND FINANCIAL SPECIALIST CTIC POWELL 346-6725					
MCCEP COORDINATOR CTI2 STROHL 346-6864					
DRUG AND ALCOHOL PROGRAM ADVISOR CTIC GRAY 346-4270					
COMMAND FUNCTIONAL MANAGER CTIC THOMAS 346-5322/ 973-8528					
ACLP (NEW LINGUISTS ONLY) CTIC CAMPBELL 346-6722					
TLM (LINGUISTS ONLY) CTI1 SIMONSON 346-6733					
CLPM (LINGUISTS ONLY) CTI1 WASHINGTON 346-3331					
INTEL OVERSIGHT LTJG RICK MURPHY 346-4268					
NICE ACCOUNT REP (E-7 AND ABOVE ONLY) IT2 RAMIREZ 346-5769					
INDOC (Once a Month)					
INDOC POC CTI1 LEIGH/CTI2 PIERONI 346-3331					
COMMANDING OFFICER CAPT DAVID HOUFF					
EXECUTIVE OFFICER CDR ETHAN GIBSON					
COMMAND MASTER CHIEF CMDCM MONTES 346-4253					
EIDWS (REQUALIFICATION ONLY) CTMC DAMON WIRTA 346-4337					
OMBUDSMAN MRS. LISSANGELA NAVARRO ombudsman.nioc@gmail.com					
FAMILY CARE PLAN COORDINATOR CTIC CASTRO 346-4967					
VOTING OFFICER CTIC RHINE 346-3828					
CCC NCC WAKEFIELD 346-3823					
SPONSOR COORDINATOR LSC GAINES 346-3835					
ADDITIONAL CHECK IN POINTS					
MEDICAL RECORDS - DROP OFF			WILFORD HALL		
MEDICAL - TRICARE OFFICE (REGISTER)			WILFORD HALL		
HOUSING REFERRAL OFFICE 210-671-1840			MAIN LACKLAND BLDG 1524		
DUNN DENTAL CLINIC 210-671-9612			LACKLAND (TRAINING SIDE) BLDG 6418		
BASE LIBRARY 210-671-3610			LACKLAND (TRAINING SIDE) BLDG 6114		
UPDATE NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS)					
http://navyfamily.navy.mil/					

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Turn In Completed Check-In Sheet To N1 Admin

****All line items in red are req'd before commencing HHL, leave, TAD, etc****