



**EMPLOYEE NAME:** \_\_\_\_\_

**DATE OF HIRE:** \_\_\_\_\_ / **LOCATION:** \_\_\_\_\_

**New Hire Checklist (for Security Officers):**

**People with an Active Security Clearance**

- Security Clearance Worksheet
- Cyber Security Awareness Challenge Certificate
- Insider Threat Awareness Certificate
- BCF Initial Security Training Certificate
- MDA IT User Agreement
- MDA NDA Form 99
- MDA PCI-OCI NDA

**People without an Active Security Clearance**

- Proof of Citizenship Form
- SF312
- TSS Disclosure Authorization Form
- Security Clearance Worksheet
- Cyber Security Awareness Challenge Certificate
- Insider Threat Awareness Certificate
- BCF Initial Security Training Certificate
- MDA IT User Agreement
- MDA NDA Form 99
- MDA PCI-OCI NDA