DOCUMENTS NEEDED TO CHECK INTO S-6

**Cyber Awareness Certificate**

* Log into <https://www.marinenet.usmc.mil/> and search “CYBERM000” in the top right and enroll in the course if you have not already completed it or if your certification is out of date (They expire every new fiscal year, October 1st). Complete both Sub Courses (Department of the Navy Annual Privacy Training and DOD Cyber Awareness Challenge)
* Once complete download your CYBERM000 cert to your desktop and retain it to attach to your email with your filled out SAAR form.

**SAAR FORM**

You should have received a SAAR Form with this document. Save the form to your desktop before opening it. Ensure you have a CAC reader connected to your computer.

* Top left check “INITIAL” if you do not have a @USMC.MIL email. Check “MODIFICATION” if you do.
* Top right needs to have the date you are filling out the form (todays date).
* BOX 1. Last Name, First Name, Middle Initial.
* BOX 3. Verify your department and change it if incorrect.
* BOX5. Leave as “N/A” if you do not have a @USMC.MIL email and checked “INITIAL” in the top left. If you checked “MODIFICATION” then put your @USMC.MIL email in to BOX 5.
* BOX 6. Put your Billet or Job Title and then put both Grade / Rank (O-2 / 1stLt)
* BOX 10. Put the date you completed Cyber Awareness on Marine Net. Course Code: **CYBERM0000** should be on your certificate.
* BOX 12. Put todays date.
* BOX 11. Using a CAC reader digitally sign the form. **MUST BE DIGITALLY SIGNED WITH YOUR CAC.**
* BOX 13. Fill in your EDIPI.
* Digitally sign the bottom of page 3 using your CAC.
* Save the form to your desktop again to ensure the changes are saved.

**ONCE COMPLETE WITH BOTH STEPS ABOVE**

Send an email to LCpl Gurnell at [ERIC.W.GURNELL@USMC.MIL](mailto:ERIC.W.GURNELL@USMC.MIL) with the CYBERM000 cert you downloaded off Marine Net and your filled out SAAR Form attached. If you do not receive a reply letting your know the forms are correct or need correction contact LCpl Gurnell. If you have any questions email LCpl Gurnell or call at 910-449-7625.