



HIP INTERN ON-BOARDING CHECKLIST

NOTE: All Interns must be U.S. CITIZENS – NO EXCEPTIONS

SECURITY CLEARANCE (Select one)

- NACI REQUIRED: Send Candidate HIP Intern a copy of the SF85 – recommend candidate begin gathering necessary information.
<http://www.gsa.gov/portal/forms/download/116378>

- CLEARANCE REQUIRED: Send Candidate HIP Intern a copy of the SF86 – recommend candidate begin gathering necessary information.
<http://www.gsa.gov/portal/forms/download/116390>

INFORMATION ASSURANCE TRAINING

- Send Candidate HIP Intern the link to the DoD Information Assurance training –
<http://iase.disa.mil/ETA/cyberchallenge/launchPAGE.htm>.
- Instruct the Candidate HIP Intern to print the Certificate of Completion, sign it, and send to S/AAA.

VERIFICATION OF IA TRAINING

- Confirm with S/AAA that signed IA Training Certificate has been received.

OBTAINING A pIE ACCOUNT FOR THE INTERN

- Notify your S/AAA that your Intern will be applying for a pIE account.
- Provide the HIP Intern's name, contact information, the HIP Project Number and the HPCMP Project Number the HIP Intern will be working on (if applicable)
- Instruct candidate to apply for an HPCMP pIE account at: <https://ieapp.erd.c.hpc.mil>