



HIP INTERN ON-BOARDING CHECKLIST

SECURITY CLEARANCE (Select one)

My mentor has indicated that a:

NACI IS REQUIRED: Go to: <http://www.gsa.gov/portal/forms/download/116378> to begin gathering your information to complete the SF85.

OR

CLEARANCE IS REQUIRED: Go to: <http://www.gsa.gov/portal/forms/download/116390> to begin gathering your information to complete the SF86.

Gathering this information in advance will help speed the clearance process

INFORMATION ASSURANCE TRAINING

- Complete the DoD Information Assurance training (by following link below).
<http://iase.disa.mil/ETA/cyberchallenge/launchPAGE.htm>
- Email a copy of the IA Training Certificate of Completion to hosting organization's S/AAA. (Consult your mentor for S/AAA contact information).

OBTAINING A pIE ACCOUNT

- Obtain HIP Project Number, the HPCMP Project Number will be working on (if applicable) from your mentor and any other pertinent information necessary for applying for a pIE account.
- Mentor notifies S/AAA that you, the prospective Intern will be applying for a pIE account.
- Apply for an HPCMP pIE account (Portal to Information Environment) at:
<https://ieapp.erd.hpc.mil/>