DoD HPC

INTERNSHIP PROGRAM
AN HPCMP INITIATIVE

HIP INTERN ON-BOARDING CHECKLIST

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

SECURITY CLEARANCE (Select One)

The host organization's security office will work with the intern to get the appropriate clearance; but the intern can use the links below to begin gathering the necessary information as soon as they have accepted the internship position. (Mentor should inform intern which clearance is required for their project).

☐ **NACI REQUIRED**
SF85 Form: http://www.gsa.gov/portal/forms/download/116378

☐ **CLEARANCE REQUIRED**
SF86 Form: http://www.gsa.gov/portal/forms/download/116390

☐ Once the paperwork has been submitted and accepted by OPM, the host organization's security office should submit a Visit Request to ERDC security for intern access to HPC resources. VR may be submitted via JPAS (W03GAA) or Fax: 601-634-3134

OBTAINING A pIE ACCOUNT

☐ **Mentor works with S/AAA to begin applying for of an intern pIE account**
Mentor should provide S/AAA with the intern's name and email address so the S/AAA may contact the intern(s) and step them through the process; Mentors should also provide S/AAA with the subaccount/subproject the intern needs to be added to.

☐ **Intern(s) should fill out and return the New Account Request Form and HPCMP User Agreement to the S/AAA.** These should be emailed directly to the intern by the S/AAA but they are also found on HIP's Online Briefcase.

INFORMATION ASSURANCE TRAINING / CYBER AWARENESS CHALLENGE

☐ After submitting the New Account Request Form and HPCMP User Agreement, HIP interns will need to **complete the Cyber Awareness Challenge** found on the hpc.mil website. If the host organization requires specific Information Awareness training, this will also fulfill the requirement for obtaining a pIE account.

☐ Email Certificate of Completion to the S/AAA

☐ If copy of IA Certificate is required by the host organization, mentor or intern should submit to appropriate person within the org

CONFIRMATION OF VISIT REQUEST

☐ Mentor should confirm with S/AAA and/or security office that the Visit Request has been received