

Non Paid Internship Mentor Guidance
Education Outreach Program
Naval Air Warfare Center Aircraft Division
22347 Cedar Point Road, STE 2100
Patuxent River, MD 20670-1161
(301) 342-2281 Pax_Education_Outreach@navy.mil

Background

The Calvert County Public Schools, St. Mary's Ryken, The Calverton School and the STEM 11 Academy at Great Mills High School offer students the opportunity to pursue an internship during the school year or during the summer for credit. The NAWCAD Education Outreach Program coordinates directly with these schools and systems to place applicants. Most programs require the student to work between 60 and 100 hours to receive credit. This document provides guidance on the following processes necessary to bring non-paid interns onto the Patuxent River Air Station:

- Student Application
- Mentor Identification
- Base Access and Vehicle Pass
- Building Access
- Lab Access
- NMCI Account Activation
- Volunteer Logical Access Credential (vs Common Access Card)
- Security Compliance

Student Application

The outreach office receives requests through the schools to place students. The applications are only processed through the schools and not directly with students. A formal application is required (typed) by the student and submitted through their internal school process. The NAWCAD application is located on-line at www.ndep.us/labspax.aspx in the Program Offerings Tab in the student resources section. The application also includes a confidentiality statement that each student must sign. The signed internship forms are maintained at the Education Outreach Office. Each school or system has varying student deadlines.

Mentor Identification

Seeking motivated mentors to host interns is a critical component of the program. While students are encouraged to seek out their own internship placements, many applicants do not have personal contacts with the base, and assistance is needed to place them. The outreach office will use internal communication channels to seek interested mentors. Students are selected for internships following an interview process at their school which may

include the mentor. Once a student has been selected, a meeting should be scheduled by the mentor with the student and possibly the parents or school representative to visit the work site and review the internship goals and objectives. Expectations of the internship should be clearly outlined and documented. The mentor or his/her supervisor and the school's representative will sign the Volunteer Service Agreement which outlines the responsibilities of each party. The Volunteer Service Agreement is also located on-line as part of the student application package. The signed agreement should be returned to the Education Outreach Office. The student is responsible for providing a report about their experience to their school sponsor, and the mentor will also be asked for their feedback regarding the student's performance.

Base Access and Vehicle Pass

Mentors are responsible for making the arrangements for the student's access to the base which is done through the BASICS computer system. This is necessary for all student interns, including dependents of military and other base employees. The Visitor Badge is a laminated paper pass. It shows the Intern's name, the date that the card (and their base access) expires, and the building that they are authorized to be in for their internship. It is provided to the Intern at the Pass Office located at either Gate One or Two.

Mentors will need the following information from the student to enter into BASICS: Student's full name, date of birth, city/state of birth, and social security number. Under the Civilian Employee Information section, note that the student is a "Civilian Intern" on line 2a. and under 2b, note "DT" for a temporary intern. Their pay grade is "0". Passes are issued for no more than 90 days which should be sufficient for the completion of the internship. If the duration of the visit is shorter, note this on the visit request.

Allow 72 hours for the Security office to process the BASICS entry. After that time the student reports to Gate One or Gate Two Pass Office between 0800 and 1600 to pick up their Visitor's Badge. Mentors should provide their intern the visit control number. The intern will also need to show a photo identification. Students should ensure their access has been processed into BASICS prior to stopping by the pass office.

If the student intends to drive their personal or family vehicle on base they will also need a vehicle pass. To obtain a vehicle pass, the student must provide the Pass Office the following:

1. driver's license,
2. car registration
3. current proof of insurance, and
4. a letter from the registered owner (usually the parent) if the vehicle is not registered in the intern's name. The letter must indicate the intern has permission to drive the vehicle and include the make, model, year and license plate number. The letter must be notarized.

The Pass Office will provide the intern with a paper Vehicle Pass for a period of 90 days (or until their Visitor Badge expires). This paper should be taped to the inside of the driver's side front window and allows access to the base in that vehicle.

Volunteer Logical Access Credential (VOLAC)

Interns do not receive Common Access Cards (CAC). They will instead be issued a Volunteer Logical Access Credential (VOLAC) Card, which is similar to a CAC, but without a picture of the cardholder. This card is used to log on to the government computer network, and for building and lab access; however, it cannot be used by itself for physical base access. It must be combined with a Visitor Badge to access the base. The process to obtain a VOLAC is as follows:

- The mentor completes the Contractor Verification System (CVS) registration request. The completed document is provided to the Trusted Agent (TA), who inputs the data into the Defense Manpower Data Center (DMDC) CVS.
- The intern will receive an e-mail directing them to log on to the CVS system to complete, save and submit (scroll all the way down to submit) the application. This action must be completed within 7 days.
- The intern will receive an approval email after the TA has approved the application.
- Once the approval email has been received, the intern takes **TWO** forms of ID to the Pass Office, takes a number and waits to be called to be issued the VOLAC Card. The student has 30 days to complete this step.
- If either of the steps above are not completed within the system deadlines, and the application is not initialized; it will be disabled, and they will have to start again.
- Once the VOLAC Card has been issued, the Intern needs to get in the main line at the Pass Office and tell them that they also need Lab and Building access. They will ask for the student's social security number and imprint this to the card.

Note: Interns who will be working on NMCI computers will need a NAVAIR email address to put onto their VOLAC card. A private email address can be used for the VOLAC application process; however, after receiving the VOLAC, the intern must get their NMCI email address saved to the VOLAC at the Pass Office. If an Intern will not be using NMCI-linked computers, the intern's personal email address can remain on the card.

Building Access

If the intern requires "swipe" access to buildings 2185, 2187, 2188, 2830, 2855 or 4010, the building access form should be processed. The form requires management's signature or stamp, and the intern's VOLAC card. Once complete, the intern submits the form to the building's

Security personnel along with the intern's Social Security Number to activate the VOLAC's swipe access feature.

Lab Access

To gain access to a lab before the intern receives a VOLAC card, they need a lab swipe card, which they are to return after they have received their VOLAC. The Lab Door Access POC provides the form, and it requires the signature of the Lab Manager or Branch Head to allow permission to that lab. The form also requires the intern's name, social security number, and the number of the lab they need to access.

NMCI Account Activation

The mentor contacts their NMCI Point of Contact (POC) and requests the intern have an account set up on the NMCI Enterprise Tool (NET). The mentor will need to provide the intern's name and the sponsor's name (usually the mentor). The NMCI POC will contact the sponsor and intern to inform them that the account is set up and needs to be activated. The intern calls 1-866-THE-NMCI to activate the account and receive an NMCI email address.

Security Compliance

Per Executive Order 10450 and Computer Tasking Order (CTO) 08-05 which states that ALL USERS REQUIRING ACCESS TO NAVY INFORMATION TECHNOLOGY (IT) RESOURCES (E.G., NETWORKS, PED/PDA, LAPTOP, ETC) must have completed a System Authorization Access Request Navy (SAAR-N), OPNAV 5239/14 . And this applies TO ALL USERS OF NAVY IT RESOURCES, INCLUDING U.S. ARMED FORCES MEMBERS, U.S. CIVIL SERVICE EMPLOYEES, DEPARTMENT OF DEFENSE CONTRACTORS, AND NON-U.S. GOVERNMENT PERSONNEL (INCLUDING FOREIGN MILITARY PERSONNEL, FOREIGN CIVILIAN EMPLOYEES, OR LOCAL NATIONALS IN HOST COUNTRIES).

To comply with these security requirements the following is required:

- **Intern must complete form SF-85P, Questionnaire for Public Trust Positions** found at: http://www.opm.gov/forms/pdf_fill/sf85p.pdf
- **If intern will touch any Navy Information Technology (IT), they complete the SAAR-N form** found at: [http://www.navair.navy.mil/forms/OPNAV_5239_14%20SAAR_NRev%20\(2\).pdf](http://www.navair.navy.mil/forms/OPNAV_5239_14%20SAAR_NRev%20(2).pdf)
 - Note: In order to complete this form, the intern will need to have completed the online Information Assurance training. The training can be found on a CD

that the Information Assurance Officer and Systems Administrator may have, or other credentialed Government assignee may have. However, if no disk is available for training, the sponsor may sit with the intern, while they go through the online class, utilizing the sponsors' access. Certificates can be printed at the end with the intern's name on it.

- Both the SF 85P and the SAAR-N forms are taken to the main Security Office (Building 2272). Sponsor will have to show their CAC and interns should have their visitor badges with them (but other ID has been accepted).
- Once in the Security Office, sign in at the front desk, and give the forms to the receptionist. The intern will be called to the back area to be fingerprinted, and their forms will be reviewed for completeness, prior to being accepted.