



Recruitment Internship Request

OMB No.
OMB Approval expires

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 2192a, Science, Mathematics, and Research for Transformation (SMART) Defense Education Program; 5 U.S.C. 3304, Competitive service examinations; 20 U.S.C. 17, National Defense Education Program; and E.O. 9397 (SSN), as amended.

PRINCIPLE PURPOSE(S): To record a SMART Participant's internship experience within 14 days of the conclusion of the internship.

ROUTINE USES: Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. To academic institutions for the purpose of providing progress reports for applicants and participants; to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)). The purpose of this disclosure is to aid in the collection of outstanding debts owed to the Federal government, typically to provide an incentive for debtors to repay delinquent Federal government debts by making these debts part of their credit records; Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Congressional Inquiries Disclosure Routine Use, Disclosure When Requesting Information Routine Use, Disclosure of Requested Information Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, and Data Breach Remediation Purposes Routine Use.

The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found Online at:

<http://dpcl.d.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx>

The applicable Privacy Act System of Records Notice is DUSDA 14, Science, Mathematics, and Research for Transformation (SMART) Information Management System, found at <http://dpcl.d.defense.gov/Privacy/SORNSIndex/DODwideSORNArticleView/tabid/6797/Article/570592/dusda-14.aspx>

DISCLOSURE: Voluntary; however, failure to provide the requested information could result in SMART participant not being compliant with SMART policy.

INSTRUCTION: All multi-year participants complete internships with their sponsoring facility (SF) each year the award crosses a summer period. Internships are between 8 and 12 weeks unless the SF requests a different length. Participants work with their SF to coordinate internship start and end dates that are agreeable to the SF. Additional information can be found in the Participant Handbook.

SECTION 1 – Participant Information

Name (LAST, First, MI):	Cohort Year:
Phone:	Email:
Degree Level Funded by SMART: <input type="checkbox"/> BS <input type="checkbox"/> BS/MS <input type="checkbox"/> MS <input type="checkbox"/> PhD	Field of Study:
Degree Completion Date:	Degree Conferral Date:

SECTION 2 – Internship Information

Sponsoring Facility:	
First Day at Sponsoring Facility:	Last Day at Sponsoring Facility:
Facility POC Name:	Facility POC Phone:
Facility POC Email:	
Do You Anticipate Internship-Related Travel Within Your Internship Period?* <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please list the dates and destinations.	

Note: * – Travel during the internship is the financial responsibility of the SF.

SECTION 3 – Location Information

Academic Address Line 1:	
Academic Address Line 2:	
City/State:	Zip Code:
Sponsoring Facility:	
Sponsoring Facility Address Line 1:	
Sponsoring Facility Address Line 2:	
City/State:	Zip Code:

SECTION 4 – Academic Information

Are you currently on Academic Probation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you anticipate that your cumulative GPA will be below 3.0?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5 – Security Clearance Information

Security Manager Office (SMO) Code**:	Security Manager Phone:
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Note: ** – The Security Manager Office (SMO) code is a unique identifier for your SF in JPAS. This code is required in order to provide your SF verification of your security clearance and need for access during your internship. To obtain your SF's code and contact information for their security manager, please ask your mentor or facility POC. Your Internship Request is incomplete without this information.



SECTION 6 – Statement of Understanding

By signing below I certify that all information provided is true and accurate to the best of my knowledge.

Please initial:

- I have attached an email from my mentor/supervisor/facility POC confirming the dates of my internship.
- I understand that if my cumulative GPA falls below 3.0 after this request is processed, but before I travel, I must notify The SMART Program immediately.
- I understand that if I receive Internship Support Payments and then do not perform my internship, I may be responsible for repaying all Internship Support Payments expended on my behalf.

Participant Signature:	Date:
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-----DO NOT WRITE BELOW THIS DOTTED LINE / SMART SCHOLARSHIP PROGRAM USE ONLY-----

SECTION 7 – CA Additional Information/Remarks

SECTION 8 – SMART Program Review

- Verified clearance status Cleared Not cleared
 CA action needed _____
- Verified academic standing GPA above 3.0 GPA below 3.0
 CA action needed _____
- Verified distance between academic address and SF
 Eligible for ISP Not eligible for ISP
- Verified cohort specific ISP Amount \$ _____ per week

Number of Weeks:	Total Amount of ISP funding:
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Payment Date:

Internship Report Due Date:

Cohort Administrator Name:	Cohort Administrator Signature:	Date:
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Agency Disclosure Notice

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