



**U.S. Indo-Pacific Command**  
Student Volunteer Internship Program  
Summer 2023

Aloha mai kākou,

Welina mai! We are pleased that you are interested in an internship at U.S. Indo-Pacific Command (USINDOPACOM). Before we begin the application process, we'd like you to review the following criteria, timelines, and procedures.

**Funding**

- USINDOPACOM does not fund travel, lodging, or per diem for interns. All funding is provided by the intern or through the university, which typically provides a stipend to cover living expenses.
- Due to Hawai'i's high cost of living, we have estimated that \$6-7K will cover the student's total expenses, including flight, lodging, meals, local transportation, etc. for a period of 3 months.

**Work Expectation**

- Interns are expected to serve 40 hours per week with USINDOPACOM, and the duration of the internship will be a minimum of 10 weeks. UH students participating in the part-time program are expected to serve 20 hours per week with USINDOPACOM, and the duration of the internship will be 16-weeks.
- An intern's time in the Command will directly support USINDOPACOM activities and staff requirements. Activities may include command or staff directed research, support to conferences and seminars, and preparation of normal staff products such as information papers, decision papers, and executive summaries.
- Interns are expected to attend J59 academic development events and USINDOPACOM J92 will arrange additional opportunities for students to learn about professional opportunities on Oahu.
- Once an intern undergoes a successful background security check, an interim secret clearance will be granted. The intern is then fully accepted into a USINDOPACOM internship, and USINDOPACOM will grant access to the facility, computers, and assign a sponsor from the hosting directorate.

**Security Clearance Requirements**

- In order to gain access to the USINDOPACOM facility and use USINDOPACOM systems, all students once formally accepted into a USINDOPACOM internship – must undergo a preliminary background investigation.
- The background security investigation includes a completed Standard Form 86 (SF-86) Questionnaire, any additional documents requested, and an interview by the USINDOPACOM Security Office (as requested/needed).
- Upon completion of preliminary screening, an Interim SECRET clearance will be granted



- USINDOPACOM interim security clearance requirements are highly rigorous, and the interested student must be able to provide the following:

- **FULL DISCLOSURE:**

- o Citizenship
- o Foreign family/contacts
- o Foreign travel
- o Criminal history
- o Financial history

- If the student has received an interim clearance from another U.S. agency as part of another internship, the student will still need to complete a USINDOPACOM background security investigation. Interim clearances are granted locally and do not transfer between agencies.
- It is helpful if the student has received a DoD-issued clearance from a past internship or job.

### **Timeline**

- USINDOPACOM will have available position descriptions by December and students may begin applying at this time.
- The application package will consist of the student's resume and a Letter of Interest. The Letter of Interest must: a) detail the student's areas of interest focused on the Indo-Asia-Pacific region; b) indicate positions in which the student is interested; c) highlight the student's past experiences (applicable academic, professional; and personal); and d) convey how a USINDOPACOM internship will impact/be valuable to their long-term career goals.
- Application package will then be reviewed by USINDOPACOM, and we will coordinate interviews between the student and the Interested USINDOPACOM directorate, where the student will work. Interviews typically occur between February and March, but may vary based on individual situation.
- The student will be formally notified of his/her acceptance into the USINDOPACOM internship within 2 and no later than 4 weeks following the interview.
- Once the student accepts the internship, the student will then need to complete a SF-86 to obtain an interim security clearance and other necessary paperwork and/or training prior to arriving at USINDOPACOM. These steps will be further explained by the USINDOPACOM J59 Office at that time.

\*Please note that this form details initial USINDOPACOM procedures when considering an internship at USINDOPACOM. Depending on updates to existing USINDOPACOM regulations, these procedures could be subject to change.