

[REDACTED]

Culley, Taylor B <tbculle@nsa.gov>

Mon 12/14/2020 5:31 PM

To: Schmidt, Maxie D <mschmidt34@gatech.edu>

Hi Maxie,

Thanks so much for sending your HR forms and starting your e-QIP forms! If you have any issues filling out the e-QIP forms, please let me know!

Happy Holidays!

Thanks,
Taylor

Summer Internship Program Manager

Student Programs, NSA

Email: Summer_Interns@nsa.gov

Phone: 410-854-4726

Hours of Operation: M-F, 8am-4pm EST

****I will not be in the office from Saturday, 19 Dec – Monday, 4 Jan. All emails/questions will be answered immediately upon my return or you may reach out to Summer_Interns@nsa.gov. ****

*****If you are currently overseas, please disregard this email and establish contact when you return to the USA.*****



[intelligencecareers.gov/NSA]



From: Schmidt, Maxie D <mschmidt34@gatech.edu>

Sent: Tuesday, December 08, 2020 2:22 PM

To: Summer_Interns <Summer_Interns@nsa.gov>

Subject: [Non-DoD Source] Re: NSA Internship Conditional Job Offer (CJO)

Taylor,

Hello again. I believe I spotted the problem from the last email. I read the acceptance letter PDF document you provided to me and then skimmed the email to find the link to the SF-86 forms. After I ran into the problem with the detailed forms for the e-QIP online documentation, I subsequently read the MS Word document you also attached. I am now well advised of a detail in the notes on common errors with the SF-86 forms that I do not recall having read in the e-QIP instructions online.

I have attached the complete HR form you requested in the email be completed first. Please let me know after you receive it whether it contains all of the completed fields you require here. Note that I signed it in an electronic ink pen since COVID-19 has restricted my access to a scanner to compile a hand-signed form into PDF.

Thank you very, very much.

Maxie

From: Schmidt, Maxie D
Sent: Tuesday, December 8, 2020 11:53 AM
To: Summer_Interns
Subject: Re: NSA Internship Conditional Job Offer (CJO)

Dear Taylor,

I have been working to complete the q-QIP form so you all will have access to my information for the clearance process as soon as possible. I cannot locate a good point of contact for problems with the site.

The form validation for the question I am currently trying to complete (about my past residences) is rejected for the reason indicated in the attached screenshot. I am led to believe that it may actually be suggesting faulty entry of the required information due to multiple duplicates in the residence history. Given my history of moves from state-to-state over the last 10 years, however, this is actually an accurate reflection of the requested history of past residential locations as I best am able to parse the question and instruction set. I do realize that these detailed instructions are intentionally nuanced with careful trick-type catches built into the application.

Can you please find someone that will be able to help me diagnose what is wrong with the data I entered?

Thank you very much.

Sincerely,

Maxie Dion Schmidt

From: Summer_Interns
Sent: Monday, December 7, 2020 2:07 PM
To: Schmidt, Maxie D
Cc: Summer_Interns
Subject: NSA Internship Conditional Job Offer (CJO)

Good afternoon!

After review of your NSA internship application, I wanted to reach out and let you know that I'm extending a Conditional Job Offer (CJO) to you for the **Graduate Math Program (GMP)**. Congratulations! What this means is that your job offer is contingent and conditional upon a virtual

operational interview directly with the hiring manager(s) and completing the security clearance process. We issue CJOs so that we may begin your security clearance processing as soon as possible. I have attached a copy of your CJO letter for reference.

The next steps will be to complete your security (SF-86) and HR forms. Directions for the security forms are below and the HR forms are attached. We will need to receive both sets of forms in order to move forward.

Please keep in mind that the security clearance process can take a while and I will keep you updated as we reach each step in the process. As mentioned, filling out the security forms are the first step followed by all in-person security clearance processing (polygraph & psychological assessment). Our security office must review your forms before this can be scheduled and I will notify you when that has been completed.

Your SF-86 security forms will be accessible through the e-QIP platform. I have completed an account login request for you through e-QIP. The website and registration code needed to complete your account login and to access the security forms can be found below.

e-QIP Website: <https://apps.nsa.gov/eqip-applicant/start>

Registration Code: YB26RF0DPZTSQJ

You will have **15 calendar days** to create an e-QIP login. Once you login, you will then have **30 calendar days** to complete, validate and submit the SF-86 security forms and required release forms.

If you have any questions or concerns regarding e-QIP and the completion of security forms, please contact 1-844-ICHIRES and request the e-QIP help desk. I have also attached an e-QIP FAQ document that should help with standard issues you may run into.

If you have any questions regarding this CJO or the suitability phase of the hiring process, please do not hesitate to contact me or our alias at Summer_Interns@nsa.gov.

Thanks,
Taylor

Summer Internship Program Manager
Student Programs, NSA
Email: Summer_Interns@nsa.gov
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