



HONORS INTERN PROGRAM

FOR INFORMATION CONTACT:

Intern Program Specialist
Email: NCIS_Internships@ncis.navy.mil

Naval Criminal Investigative Service
27130 Telegraph Road
Quantico, VA 22134

www.ncis.navy.mil

*****PLEASE NOTE- NEW APPLICATION
DEADLINES AND INTERVIEW DEADLINES*****

*****PLEASE NOTE- UNTIL FURTHER NOTICE,
ALL APPLICANTS MUST POSSESS AN IN-SCOPE
PERSONNEL SECURITY INVESTIGATION WITH
NO MORE THAN A 24-MONTH BREAK IN
SERVICE*****

WHO WE ARE:

The Naval Criminal Investigative Service (NCIS) is the federal law enforcement agency charged with conducting investigations of felony-level offenses affecting the Navy and Marine Corps – that is, crimes punishable by confinement for more than one year. NCIS also performs investigations and operations aimed at identifying and neutralizing foreign intelligence, international terrorist, and cyber threats to the Department of the Navy. In addition, it provides warning of threats and specialized defensive force protection support to U.S. naval forces around the world.

NCIS is comprised of some 2,000 personnel in over 40 countries around the globe. The organization is roughly 90% civilian, and its cadre of federal agents – about half its total personnel – is 98% civilian.

Criminal investigation is at the foundation of virtually all the organization does, but the NCIS mission is broad. Transnational terrorism has been and remains a key focus area for the agency. The al Qaeda threat made clear to NCIS that merely reacting to crime – the traditional law enforcement model – was no longer adequate. After the attack on the USS Cole in Yemen in 2000 and the events of 9/11, NCIS adopted a proactive model of law enforcement and a new strategy for engaging the threat. Today, NCIS’ mantra is: “Prevent Terrorism, Protect Secrets, and Reduce Crime.”

For more information please visit the NCIS website: www.ncis.navy.mil.

THE NCIS INTERNSHIP PROGRAM:

The NCIS Internship Program is a dedicated hands-on experience designed to provide educationally related work assignments for students in a non-pay status. Based upon their background and experience, interns are assigned to functional areas such as criminal investigations, information systems, government relations and public affairs, administrative services, computer crimes, economic crimes, strategic planning, personnel services and operations, criminal intelligence, and forensic sciences.

QUALIFICATIONS & ELIGIBILITY CRITERIA: NCIS is seeking individuals who possess strong academic credentials, outstanding character, and a high degree of motivation. In order to be considered for the Program, individuals must meet the following criteria:

- ◆ Be currently enrolled not less than half time in a baccalaureate (JR/SR status*) or graduate degree program at the time of application and at the time of internship (***freshman/ sophomore students may compete for specified positions in the administrative arena**);
- ◆ Maintain a minimum 3.0 cumulative grade point average (GPA) ** Students who do not meet the minimum GPA may apply; however, they must submit 2 strong letters of recommendation from professors or faculty members and must include a statement in their package explaining reasons for low grades/GPA.
- ◆ U.S. citizenship
- ◆ Favorable completion of criminal history checks and
- ◆ Favorable completion of National Agency Check with Written Inquiries (NACI).

DISQUALIFIERS: There are specific things that will automatically disqualify a student from consideration for the NCIS Student Internship Program. They are:

- ◆ Conviction of a felony;
- ◆ Use of illegal drugs. The NCIS is firmly committed to a drug free society and workplace. Students applying for the NCIS Internship Program must be considered **eligible for employment upon completion of their degree program**. The NCIS Employment Drug Policy is outlined on page 6. Please review this policy carefully. If you would **NOT** be considered eligible for employment **upon completion of your degree program**, then you should **NOT** apply for a student internship with the NCIS.

PREFERRED MAJORS: Applicants are accepted from a wide variety of academic backgrounds and disciplines. Although preferred majors may be annotated on the specific position descriptions, qualified candidates who exhibit excellent research, analytical and communication skills will be considered, regardless of academic major.

PROGRAM TYPE: Internship – voluntary/non-pay status

PROGRAM DURATION: The internship is a supervised experience for one semester. Internships may be extended for up to two additional semesters. Requests for extensions will be considered on a case by case basis. Assignments will not be effected for less than ten (10) weeks; in addition, total service from one individual will be limited to one academic year or the equivalent of nine calendar months within a period of two consecutive years.

SCHEDULE: Service may be full time or part time (minimum 16 hours/week). Students may work flexible hours (generally between 7:00 a.m. and 5:30 p.m.) Monday – Friday.

ASSIGNMENT LOCATIONS: Assignments are available in various NCIS offices worldwide. For assignment locations designated as needing an in-scope personnel security investigation for the internships, “in-scope” means applicants have: 1) held an active Department of Defense (DoD) security clearance of Secret or above and 2) had no more than a 24-month break in service. PLEASE NOTE: the NCIS does not furnish housing for interns and is unable to assist financially or logistically in securing housing.

APPLICATION PROCESS: As part of the competitive selection process, **all applicants** must submit the following:

- ❑ Cover letter that includes what assignment(s) you are applying for. Please state no more than your top three (3) assignment choices in priority order.
- ❑ Resume (1-3 pages). Your resume must include the following information:
 - Anticipated graduation month and year.
 - Full mailing address for each work experience and volunteer experience listed.
- ❑ Essay describing background, interests, objectives and motivation for participation in the Program (1-2 pages)
- ❑ Two (2) current letters of recommendation (at least one from a faculty member)
- ❑ Transcripts. Official transcripts must be submitted. If you are a first year graduate student, you should submit a copy of your latest undergraduate transcript.
- ❑ Statement written by your school internship sponsor * (see page 5)
- ❑ NCIS Background Security Questionnaire for Interns (see pages 7-10)

- ❑ Race & National Origin Identification Form (SF-181). This is an optional form and data is used for statistical purposes only. (http://www.opm.gov/Forms/pdf_fill/sf181.pdf)
- ✓ Do not staple pages together
- ✓ One-sided printing only
- ✓ Incomplete applications will not be considered.
 - All application documents must be included in your application package.
 - We do not accept items mailed separately.

All application packages shall be mailed to:

Naval Criminal Investigative Service
 ATTN: Code 10D, Intern Program Specialist
 Russell-Knox Building
 27130 Telegraph Road
 Quantico, VA 22134

Faxed and emailed applications will not be accepted.

APPLICATION DEADLINES: Application packages must be received by the deadline dates indicated below. It is highly recommended that you submit your application package at least 4 weeks prior to the deadline. Applications received after the deadline will not be processed. Students will be provided an application status update via email within two weeks of the deadline.

| Semester: | Deadline for receipt of application package: | Interview deadline: |
|------------------|---|----------------------------|
| Fall | December 1st | January 7th |
| Spring | April 1st | May 7th |
| Summer | August 1st | September 7th |

All applications will be screened to determine whether or not the minimum qualifications outlined on page two (2) have been met. All applicants will receive consideration and equal treatment without regard to race, color, religion, sex, age, national origin, or disability. A qualifications review will be conducted to determine the competitive status of each applicant. The following qualification factors will be taken into consideration:

- Resume
- Transcripts
- Writing skills
- Recommendations
- Relative work or internship experience
- Computer skills

ON-SITE INTERVIEWS.

Students who are recommended for further processing based upon the competitiveness of their application package will be advised via email to contact the respective NCIS office to schedule an on-site interview. **The on-site interview is a required part of this highly competitive application process and any travel expenses incurred are the student’s responsibility.**

After the interview, students will also get fingerprinted as part of the background check process.

PRELIMINARY SELECTION PROCESS:

For NCIS field office positions, once applicant interviews have been completed and a selection (or selections) made, the Internship Coordinator at the respective NCIS field office will provide the NCISHQ Intern Program Specialist with the name(s) of the selectee(s) and will forward all supporting documentation (interview questions, interview evaluation sheet and fingerprint cards) to NCISHQ, Human Capital Development Department (Code 10D). The field office Internship Coordinator may make a provisional verbal offer to an applicant, providing that the applicant is also made aware of the requirement for a completion of a favorable suitability background investigation and that ultimately, the offer is not “official” until the selectee receives written notification of acceptance into the NCIS Internship Program from the NCISHQ, Human Capital Development Department. Upon accepting the internship offer, selectees will be provided guidance via email regarding paperwork that will need to be completed online. Part of the background suitability investigation includes a NACI, which typically takes 4-6 months to complete. A final offer is contingent upon favorable completion of NACI. Interns do not receive a security clearance.

The field office Internship Coordinator will also forward supporting documentation for non-selectees (interview questions, interview evaluation form, and fingerprint cards) to the NCISHQ, Human Capital Development Department (Code 10D).

FINAL SELECTION PROCESS:

NACI will be initiated by the Office of Personnel Management (OPM) and pending favorable results, selectees will receive an official offer of an internship position via email. If the selectee determines to accept the offer of a position, a welcome aboard package will be forwarded and will include specific reporting instructions.

Should review of the paperwork reveal that the applicant does not meet the eligibility requirements, or if criminal history checks are not completed favorably, the student will be notified via email of his/her non-selection for the Program. The notification email will use a standard template consisting of approved wording. At no time will any NCIS personnel offer additional verbal or written information regarding selection or non-selection.

* The respective school must be a partner in the internship, even if the student is not receiving academic credit (section 3111 of title 5, United States Code). Therefore the student and a school official or internship sponsor must sign an agreement. The “sponsor” will vary according to the system at the particular school. The appropriate person may be a central internship coordinator, a dean or department head, or a professor within the department who coordinates internships. The required “statement” regarding the sponsor is a short letter confirming his/her willingness to take that role and should provide contact information (title, phone number, email address and mailing address).

U.S. Naval Criminal Investigative Service Employment Drug Policy

The NCIS is firmly committed to a drug free society and workplace. Therefore, the unlawful use of drugs by NCIS employees will not be tolerated. Furthermore, applicants for employment with the NCIS who currently are using illegal drugs will be found unsuitable for employment. The NCIS does not condone any prior unlawful drug use by applicants. The NCIS realizes, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the NCIS to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission. Applicants who do not meet these criteria should not apply for the position.

CRITERIA

- A. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust, will be found unsuitable for employment.
- B. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
- C. An applicant who has sold any illegal drug for profit at any time will be found unsuitable for employment.
- D. An applicant who has used any illegal drug, other than marijuana, within the last ten years *or* engaged in more than limited experimental usage in his/her lifetime, will be found unsuitable for employment.
- E. An applicant who has used marijuana within the past three years *or* more than limited experimental usage during his/her lifetime, will be found unsuitable for employment.

To determine whether you meet the NCIS's drug policy, please answer the following questions:

- 1) Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust?
- 2) Have you ever sold any illegal drugs for profit?
- 3) Have you used any illegal drug, other than marijuana, at all in the past 10 years?
- 4) Have you used any illegal drug, other than marijuana, more than limited experimental use, in your lifetime?
- 5) Have you used marijuana at all within the last three years?
- 6) Have you used marijuana, more than limited experimental use, in your lifetime?

If you answered "YES" to any of these questions, you should not apply for the position. They are immediate disqualifiers.

NCIS Background Security Questionnaire

PRIVACY ACT STATEMENT:

PURPOSE: The Naval Criminal Investigative Service (NCIS) is conducting a pre-internship inquiry regarding you as the result of your application for an internship. The Privacy Act of 1974 requires that each individual asked to provide personal information be advised of the following:

AUTHORITY: 5 U.S.C. 301.

ROUTINE USES: The information provided in this questionnaire will be analyzed by the NCIS. The information provided by you will become a permanent part of your NCIS record if you are offered and accept and NCIS internship position, or will be destroyed after one year if an internship position is offered and declined or if you are not accepted for an internship position with NCIS. The information provided will not be divulged outside of the Department of Defense without your written authorization other than to federal, state, and local law enforcement bodies for their required official use, and to other authorized regulatory agencies.

PARTICIPATION: You are not required to provide this information; however, failure to do so will result in your disqualification as an applicant.

Applicant's Name (First MI Last): _____
Last 4 of Social Security Number: _____
Date of Birth: _____

RESPOND TO THE FOLLOWING QUESTIONS BY CHECKING THE APPROPRIATE BOX.

- 1a. Are you a U.S. citizen? Yes No
- b. Do you hold dual citizenship? Yes No
- c. If yes, what country other than U.S.? _____
- 2. Are there any members of your immediate family who are not U.S. citizens? If yes, provide the family member's name, address and relationship to you? Yes No
- 3. Would your past actions result in others characterizing you as indiscreet, unstable, or of questionable character? Yes No
- 4. Do you have any reason to think that anyone would believe you to be disloyal to the U.S.? Yes No
- 5. Have you ever been convicted of any criminal offense, other than a traffic infraction? If yes, state the offense charged, the offense convicted of, the date of conviction, the punishment imposed and location of the Court. Yes No
- 6. Have you ever been arrested or detained or charged with any criminal offense regardless of the disposition? If yes, state the specific conduct for which you were arrested/detained/charged. Explain how the matter was resolved. Include the date, location and entity that made the arrest/detention/charge. Yes No

7. Have you ever been convicted of any offense by a military court? If yes, state the offense charged, the date of conviction and the punishment imposed. Yes No
8. Have you ever been the subject of a criminal investigation conducted by any local, state, federal and/or military law enforcement agency? If yes, state the nature of the investigation. Yes No
9. Have you ever been punished under Article 15 of the UCMJ? If yes, state the offense charged, date and punishment. Yes No
10. Have you ever experienced any financial difficulties in your lifetime? Yes No
11. Do you know of or have any reason to believe there is any unfavorable credit information about you on record with any credit bureau, business or court? Yes No
12. Have you used marijuana at all within the last three years? Yes No
13. Have you ever used marijuana in your lifetime? Yes No
14. Have you used anabolic steroids at all within the last three years? Yes No
15. Have you ever used anabolic steroids in your lifetime? Yes No
16. Have you used any other illegal drugs within the last 10 years? Yes No
17. Have you ever used any other illegal drugs in your lifetime? Yes No
18. Have you used any prescription drug or a legally obtainable substance in a manner for which it was not intended within the last three years? Yes No
19. Have you ever used any prescription drug and/or a legally obtainable substance in a manner for which it was not intended in your lifetime? Yes No
20. Have you ever been involved in the illegal possession, purchase, manufacture, trafficking, production, transfer, shipping, receiving, handling, or sale of any controlled substance (including prescription drugs) for profit? Yes No
21. Have you ever used an illegal drug and/or misused a prescription drug while in the military, a law enforcement or prosecutorial position, or while employed in a position requiring a U.S. Government security clearance and/or a position designated for drug testing? Yes No
22. Have you ever deliberately misrepresented your drug history on previous applications or security clearance forms? Yes No
23. Have you ever been punished, expelled, received a failing grade or no credit, or received any other type of sanction as a result of cheating since graduating high school? Yes No
24. Has your use of alcohol resulted in intervention by law enforcement? Yes No
25. Are there any incidents in your life which could subject you to blackmail, such as extramarital affairs, undetected theft, fraud or embezzlement? Yes No

Last Name: _____ SSN (Last 4): _____ Initials: _____ Date: _____

26. Are you now or have you ever been a member of any organization, association, movement, group, or combination of persons advocating the overthrow of the American constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the U.S.? Yes No
27. Are you now or have you ever been affiliated or associated with any organization listed or described in item 26 as an agent, official or employee? Yes No
28. Have you ever contributed to any organization listed or described in item 26? Yes No
29. Have you ever been approached to engage in espionage or sabotage against the U.S.? Yes No
30. Have you ever had any unauthorized contact with a representative of a foreign government? Yes No
31. Have you ever been approached to give or sell any classified information? Yes No
32. Have you ever been approached to give or sell any national defense information and/or controlled unclassified information to a person or an organization you knew to be an unauthorized recipient? Yes No
33. Have you ever been involved in a violation of security rules or loss or possible compromise of classified information? Yes No
34. Have you ever deliberately provided and/or leaked classified information, national defense information and/or controlled unclassified information (e.g. SBU, FOUO, LES) to a person or an organization you knew to be an unauthorized recipient? Yes No
35. Have you been fired or left a job under unfavorable circumstances? Yes No
36. Have you ever resigned in lieu of termination? Yes No
37. Have you ever been told you would be fired before resigning from a job? Yes No
38. Did you ever resign, by mutual agreement, following allegations of misconduct or unsatisfactory performance? Yes No
39. Have you ever received a written warning, been officially reprimanded, suspended, or disciplined for misconduct in the workplace? Yes No
40. Have you ever received a written warning, been officially reprimanded, suspended, or disciplined for violating a security rule or policy? Yes No
41. I understand that if I receive a conditional offer of an internship, I am required to disclose any and all prior personal, government, military and/or VA medical and psychological treatment histories. Yes No

Last Name: _____ SSN (Last 4): _____ Initials: _____ Date: _____

Continuation

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(Use additional sheets if more space is required)

Last Name: _____ SSN (Last 4): _____ Initials: _____ Date: _____

NCIS FIELD OFFICE ASSIGNMENTS

NOTE: Intern candidates who reside in or who attend the universities located within the respective Field Office geographic area of operations will be afforded priority consideration in the selection process.



TRAINING DEPARTMENT

- LOCAL ADDRESS:** Naval Criminal Investigative Service
Federal Law Enforcement Training Center (FLETC)
Townhouse 388C
Glynco, GA 31524
- PREFERRED STATUS:** Freshman/Sophomore/Junior/Senior/Graduate Student
- PREFERRED MAJOR(S):** Business & Office Technology Criminal Justice
Computer Information Technology General Studies
Administrative Sciences Management
Business Administration

DESCRIPTION: The position is located within the **Training Department (Code 10B) located at the Federal Law Enforcement Training Center (FLETC), Brunswick, GA.** The Training Department is primarily responsible for identifying, facilitating, scheduling, and providing training that allows the Special Agents and Professional/Administrative staff to effectively and efficiently perform their jobs. The Training Department locates training sources; develops, schedules, and funds a wide variety of training programs; and is responsible for all administrative functions supporting student training.

Candidates must be proficient with Windows operating systems and be familiar with Word, Excel, and PowerPoint. Experience using a variety of software applications and digital cameras is a plus. Intern responsibilities may include, but are not limited to:

- Assist with class preparation (e.g., assist with student materials, pick-up and deliver training materials, classroom set-up, etc.).
- Take digital photographs of training scenarios, dignitaries, etc.
- Develop PowerPoint slideshows; video shows using digital media.
- Assist with the administration of Training (e.g., document preparation, filing, input into electronic databases, preparing briefing reports, etc.).
- Assist in various administrative functions (e.g., informing team members of scheduled meetings, tracking responses, preparing travel order requests, answering phones, etc.).
- Perform independent research, utilizing numerous open sources (e.g., Internet) to identify possible solutions and/or resources to meet identified specific program requirements.

PROTECTIVE OPERATIONS FIELD OFFICE

LOCAL ADDRESS: 2713 Mitscher Rd SW, Suite 100
Joint Base Anacostia Bolling, DC 20373

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Social Sciences
Administration of Justice Psychology
Forensic Psychology

DESCRIPTION: The position is located in the **Protective Operations Field Office (POFO)**, Naval Criminal Investigative Service. The POFO is the Program Manager for all Department of Navy (DON) protective operations worldwide, providing on-site personal security to DON high risks persons (HRP) as well as providing real-time threat reporting and analysis as it pertains to DON HRPs. Interns assigned to the POFO will assist the Protective Intelligence Unit (PIU) and the NCISHQ Threat Management Unit (TMU) with reviewing and processing unsolicited communications, as well as monitoring open-source media and other PIU functions.

Specific Duties

- Assist with reviewing unsolicited communications (letters, faxes, emails and other correspondences) to determine if threat is explicitly stated or indirectly implied
 - Enter relevant data into database
 - Scan and import copy of communication into database
- Review/monitor open source media for threat-related information pertaining to DON HRPs
- Author unclassified case studies on motorcade attacks and assassinations as training tools
- Assist with unclassified threat assessment research in support of Defense Foreign Liaison/ Navy Foreign Liaison Office (DFLO/NFLO) missions

NCIS FIELD OFFICE CAROLINAS (CALE)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS: NCIS Field Office Carolinas Camp Lejeune NC
H-32 Julian C. Smith Drive
Camp Lejeune, NC 28547-1603

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Criminal Justice Administration of Justice
Forensic Science Political Science
Economics Finance

DESCRIPTION: The position is located at the **NCIS Field Office Carolinas**. Position may include assignments in the Cold Case Squad, Special Operations Unit, and/or Economic Crimes Unit. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Conduct evaluation of complex criminal investigations, developing timelines and potential investigative leads;
- Assist in preparation and presentation of various command briefs;
- Assist with maintaining crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Utilize databases to conduct research and to update manuals;
- Observe certain investigative leads such as autopsies;
- Attend in-service training provided by the field office, including firearms familiarization.

NCIS FIELD OFFICE CAROLINAS (CALE)

- Field Office Computer Specialist -

LOCAL ADDRESS: NCIS Field Office Carolinas Camp Lejeune NC
H-32 Julian C. Smith Drive
Camp Lejeune, NC 28547-1603

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Information Technology

DESCRIPTION: The position is located at the NCIS Field Office Carolinas. Position assignment will be with the Field Office Computer Specialist. Responsibilities may include, but are not limited to:

- Assist in basic PC hardware and software troubleshooting;
- Participate in basic Network troubleshooting;
- Printer maintenance and support, local and networked;
- Customer service to assist users with Microsoft OS and Office product support
- Escorting NMCI technical personnel and assisting users with obtaining support under NMCI contract;
- Log customer request in remedy database; follow up on NMCI ticket with help desk;
- Data Entry for assets management utilizing remedy database;
- Assist FCS with IT inventories and labeling equipment with serial numbers and classification markings

NCIS RESIDENT AGENCY CHARLESTON, SC (CACCS)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS: 1661 Red Bank Road Building 302
Goose Creek, SC 29445

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Criminal Justice Administration of Justice
Forensic Science Political Science
Economics Finance

DESCRIPTION: The position is located at the NCIS Resident Agency Charleston, SC. Position may include assignments in the Cold Case Squad, Sexual Assault Squad and/or Economic Crimes Unit. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Conduct evaluation of complex criminal investigations, developing timelines and potential investigative leads;
- Assist in preparation and presentation of various command briefs;
- Assist with maintaining crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Utilize databases to conduct research and to update manuals;
- Observe certain investigative leads such as autopsies;
- Attend in-service training provided by the field office, including firearms familiarization

NCIS FIELD OFFICE CYBER OPERATIONS SAN DIEGO CA (CBPW)

- CYBER UNIT -

*****Must possess an in-scope personnel security investigation with no more than a 24-month break in service***
(Refer to page 3 “Position Locations” for additional information)**

LOCAL ADDRESS: NCIS Field Office Cyber Operations, San Diego CA
3405 Welles St., Ste 1
San Diego, CA 92136-5050

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Computer Science Computer Engineering
Information Technology Computer Forensics
High Technology Crimes Computer Security

SECURITY CLEARANCE: Must currently hold a SECRET or above

DESCRIPTION: The position is located at the **NCIS Field Office Cyber Operations, San Diego CA (CBPW)**. Responsibilities may include, but are not limited to:

- Review logs from access devices that support NCIS investigations;
- Software development with heavy emphasis programming in C and/or Python
- Building and administrating network architecture

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

- GENERAL CRIMES UNIT -

*****Must possess an in-scope personnel security investigation with no more than a 24-month break in service***
(Refer to page 3 “Position Locations” for additional information)**

LOCAL ADDRESS: Bldg 168
2713 Mitscher Rd, SW; Suite 200
Anacostia Annex, DC 20373

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Washington DC Field Office, General Crimes Unit**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCWA;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

-ECONOMIC CRIMES UNIT –

*****Must possess an in-scope personnel security investigation with no more than a 24-month break in service***
(Refer to page 3 “Position Locations” for additional information)**

LOCAL ADDRESS: Bldg 168
2713 Mitscher Rd, SW; Suite 200
Anacostia Annex, DC 20373

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Business Criminal Justice Economics
Finance Computer Science

DESCRIPTION: The position is located at the **NCIS Washington DC Field Office, Economic Crimes Unit**. Responsibilities may include, but are not limited to:

- Analysis of contract/financial documentation;
- Contract reviews;
- Link analysis;
- Trial preparation of material for civil litigation;
- Internet inquiries;
- Database preparation/input;
- Major case organization;

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

-INTELLIGENCE UNIT- GENERAL CRIMES –

*****Must possess an in-scope personnel security investigation with no more than a 24-month break in service***
(Refer to page 3 “Position Locations” for additional information)**

LOCAL ADDRESS: Bldg 168
2713 Mitscher Rd, SW; Suite 200
Anacostia Annex, DC. 20373

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Political Science

DESCRIPTION: The analyst position is located in the NCIS Washington Field Office (DCWA), Naval Criminal Investigative Service. The intern will report to the field office’s intelligence unit and assist the General Crimes Unit with analysis in support of criminal investigations and operations. Responsibilities may include, but are not limited to:

- Assist with review of case documents (interviews, evidence, etc.) for non-procurement fraud-related criminal cases and identify any consistencies and inconsistencies;
- Conduct relational/link analysis (e.g., timelines, telephone tolls) of identified elements of interest;
- Conduct preliminary research on open source records, including social media;
- Help to identify any anomalies or trends/pattern of activities (based on current or historical cases, as assigned) for potential leads and trends analysis, and contribute to interview preparation;
- Provide feedback to Criminal Reports as needed/appropriate;
- Assist with preparing summaries of data and developing methods to analyze data and presenting findings in an understandable format;
- Assist in the preparation and presentation of various briefs to senior officials (e.g., NCIS leadership, Assistant U.S. Attorney, etc.);
- Coordinate and liaison with other criminal intelligence analysts;

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

-INTELLIGENCE UNIT- ECONOMIC CRIMES –

*****Must possess an in-scope personnel security investigation with no more than a 24-month break in service***
(Refer to page 3 “Position Locations” for additional information)**

LOCAL ADDRESS: Bldg 168
2713 Mitscher Rd, SW; Suite 200
Anacostia Annex, DC 20373

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Accounting Business Administration
Economics Criminal Justice
Finance Political Science

DESCRIPTION: The analyst position is located in the NCIS Washington Field Office (DCWA), Naval Criminal Investigative Service. The intern will report to the field office’s intelligence unit and assist the Economic Crimes Unit with analysis in support of procurement-related fraud investigations and operations. Responsibilities may include, but are not limited to:

- Assist with review of contracts and related documents/records (e.g., product quality deficiency reports and corrective action requests) pertaining to select DON programs and/or economic crimes investigations;
- Conduct relational/link analysis of identified elements of interest as well as open source research;
- Help to identify any anomalies or trends (based on current or historical cases, as assigned) for potential leads and trends analysis, and contribute to interview preparation;
- Assist with preparing summaries of data and developing methods to analyze data and presenting findings in an understandable format;
- Assist in the preparation and presentation of various briefs for senior officials (e.g., NCIS leadership, the Assistant U.S. Attorney, etc.);
- Coordinate and liaison with other intelligence analysts, particularly those covering economic crimes and DOD supply chain risk management;

NCIS RESIDENT AGENCY QUANTICO VA (DCQV)

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Quantico VA
P.O. Box 1863
Range Road, Marine Corps Base
Quantico, VA 22134-0863

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Resident Agency Quantico, VA**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by DCQV;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;

NCIS FIELD OFFICE WASHINGTON DC (DCWA)

- FORENSIC SCIENCES DIVISION –

*****Must possess an in-scope personnel security investigation with no more than a 24-month break in service***
(Refer to page 3 “Position Locations” for additional information)**

LOCAL ADDRESS: BLDG 168
2713 Mitscher Rd, SW; Suite 200
Anacostia Annex, DC 20373

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Washington DC Field Office, Forensic Sciences Division**. Responsibilities may include, but are not limited to:

- Utilizing various online and print resources/databases to identify and track information pertinent to crime scene response and Forensic Consultant Utilization;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Computer-based assignments utilizing spreadsheets to input case related information, lab results, and case outcomes;
- Compile powerpoint presentations summarizing forensic aspects of cases;
- When possible, respond to crime scenes with the forensic consultants to observe;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;

NCIS FIELD OFFICE EUROPE (EUNA)

- GENERAL CRIMES DEPARTMENT -

*** Positions limited to applicants who currently have access to the overseas base location. ***

*****Must possess an in-scope personnel security investigation with no more than a 24-month break in service*****

(Refer to page 3 “Position Locations” for additional information)

LOCAL ADDRESS: Naval Criminal Investigative Service
European Field Office Naples, Italy
Admin II, Suite 1005
Viale Fulco Ruffo di Calabria
Aeroporto di Capodichino
80144 Napoli

PREFERRED STATUS: Senior/Graduate Student

| | | |
|-----------------------------|---------------------|---------------------------|
| PREFERRED MAJOR (S): | Criminal Justice | Administration of Justice |
| | Forensic Sciences | Political Science |
| | Behavioral Sciences | Foreign Language(s) |
| | Computer Science | Information Technology |

DESCRIPTION: The position is located at the **NCIS Europe Field Office, Naples, Italy, General Crimes Department**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Review, on a daily basis, all journal entries that are written by NSA Security and extrapolate all pertinent information for inclusion into the EUNA Criminal Threat Assessment;
- Assist in preparation and presentation of various command briefs provided by EUNA;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NCISFO Naples intern events including carrier tour, autopsy, firearms familiarization;
- Accompany NCISFO personnel in the support of ship port visits;
- File, copy, mail and hand carry NCIS Reports to local command representatives;
- Establish and maintain minor property inventory accounts;
- Conduct DRMO delivery, pickup and accounting;
- Participate in briefings and training programs of local commands regarding Domestic Violence Unit (DVU) issues.

NCIS FIELD OFFICE FAR EAST YOKOSUKA (FEYK)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: NCIS Field Office Far East Yokosuka
Training and Administration Building 1997
Yokosuka Navy Base Japan

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Political Science
International Studies Behavioral Sciences

DESCRIPTION: The position is located at the **NCIS Field Office (NCISFO), Yokosuka, Japan (FEYK)**. Responsibilities may include, but are not limited to:

- Research cooperating witness programs, initiative operations programs, Japanese Status of Forces Agreement (SOFA) and constitutional issues to create a “rule of thumb” guide for conducting operational activity in Japan;
- Review pending death investigations for compliance with Criminal Plan objectives prior to referral to the Death Review Board (DRB);
- Review pending investigations to determine suitability for referral to the NCIS Threat Management Unit (TMU);
- Attend and become capable of assisting in conducting child pornography awareness and prevention briefings to serviced commands;
- Serve as an assistant to the Major Crime Scene Response Team (MCRT) leader; become familiar with and ensure necessary equipment, literature, forms and other materials are maintained at the ready for a call-out. Attend call-outs as appropriate;
- Assist in scheduling, planning and administering MCRT training.
- Serve as an assistant to the Domestic Violence Unit (DVU) coordinator; assist in providing training and pre-coordinate DVU responses with members of the Commander Fleet Activity Yokosuka (CFAY).

NCIS RESIDENT AGENCY OKINAWA (FEOK)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Okinawa
Building #497
Camp Foster, Okinawa, Japan

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Forensic Sciences Criminal Justice
Behavioral Science Administration of Justice

DESCRIPTION: The position is located at the **NCIS Resident Agency (NCISRA) Okinawa, Japan**. Students assigned to this position will:

- Conduct literature searches and other research on forensic related topics and current criminal trend analysis;
- Attend (for observation purposes) Major Crime Scene Response Team (MCRT) call-outs as appropriate;
- Attend (for observation purposes) Post Mortem examinations and when appropriate forensic sexual assault examinations;
- Assist in various administrative functions;
- Participate in any other instructional opportunities as may be identified during intern assignment to NCISRA Okinawa.

NCIS FIELD OFFICE HAWAII (HIHN)

- FIELD OFFICE SUPPORT OFFICE -

LOCAL ADDRESS: NCIS Field Office Hawaii
449 South Avenue
Pearl Harbor, HI 96860-4988

PREFERRED STATUS: Freshman/Sophomore/Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Business Administration Business Management
Business & Office Technologies
Administrative Sciences Criminal Justice
General Studies

DESCRIPTION: The position is located at the **NCIS Field Office (NCISFO) Hawaii, Office of the Field Office Support Officer (FOSO)**. The FOSO serves as the Administrative Officer for the Field Office with responsibility for management oversight and direction of administrative and technical functions that support the operational and investigative mission of the field office and subordinate offices. FOSO responsibilities include interpreting administrative policies/procedures, developing and implementing local policies/procedures in accordance with guidance received from NCIS Headquarters subject matter experts, defining administrative requirements, applying new policies, providing advice on requirements, maintaining administrative systems and preparing administrative paperwork. Qualified intern candidates will possess excellent communication, interpersonal, organizational, research and analytical skills. Intern responsibilities will include, but are not limited to:

- Maintain Field Office government vehicle database;
- Establish and maintain Field Office supply inventory and tracking;
- Assist in tracking and maintenance of Field Office monthly case metrics;
- Assist in various administrative functions.

NCIS FIELD OFFICE HAWAII (HIHN)

- GENERAL CRIMES DIVISION -

LOCAL ADDRESS NCIS Field Office Hawaii
 449 South Avenue
 Pearl Harbor, HI 96860-4988

PREFERRED STATUS: Junior/Senior/Graduate Student

| | | |
|-----------------------------|-------------------|---------------------------|
| PREFERRED MAJOR (S): | Criminal Justice | Administration of Justice |
| | Forensic Sciences | Political Science |
| | Economics | Finance |

DESCRIPTION: The position is located at the **NCIS Hawaii Field Office**. Position may include assignments in the Cold Case Squad, Special Victims Unit, Economic Crimes Unit, and/or Initiative Operations Squad. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Conduct evaluation of complex criminal investigations, developing timelines and potential investigative leads;
- Assist in preparation and presentation of various command briefs;
- Assist with maintaining crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Utilize databases to conduct research and to update manuals;
- Observe certain investigative leads such as autopsies;
- Attend in-service training provided by the field office, including firearms familiarization.

NCIS RESIDENT AGENCY MARIANAS, GUAM (HIMI)

*** Positions limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Marianas
Building 2, Second Floor
Naval Support Activity
Santa Rita, Guam 96915

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Political Science
International Relations Administration of Justice

DESCRIPTION: The position is located at the **NCIS Resident Agency (NCISRA) Marianas, Guam**. Responsibilities include the following:

- Assist in the input, maintenance, and analysis of information related to an antiterrorism and force protection (AF/FP) database locally established and administered by NCISRA Marianas;
- Conduct daily reviews of base police blotter entries to identify crime trends and areas for potential proactive enforcement operations;
- Assist in the preparation of historical case files for archiving;
- Assist in various administrative functions;
- Assist in the tracking and maintenance of NCISRA Marianas monthly case metrics;
- Assist in the presentation of command briefings related to general criminal and counter-terrorism awareness;
- Organize the office technical equipment locker, to include establishment of an inventory system to track stocks of expendable crime scene equipment;
- Research and draft media related articles to promote NCIS within the local community;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Attend autopsies with case agent(s) on NCISRA Marianas controlled death investigations.

NCIS MIDDLE EAST FIELD OFFICE- BAHRAIN (MEBJ)

– GENERAL CRIMES/FORCE PROTECTION –

*** Position limited to applicants who currently have access to the overseas base location. ***

LOCAL ADDRESS: NCIS Middle East Field Office
PSC 851 Box 520
FPO AE 09834

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology
International Studies Foreign Language- Arabic

DESCRIPTION: The position is located at the **NCIS MIDDLE EAST Field Office- BAHRAIN**. Position may include assignments in the General Crimes Unit, Force Protection Squad, and Threat Mitigation Unit.

Responsibilities may include, but are not limited to:

- Assist in obtaining reports of relevant incidents with a USN/USMC nexus;
- Conduct daily review of pertinent information and reports in order to identify crime/intelligence patterns with a USN/USMC nexus as well as areas for potential effective operations;
- Assist in the planning and execution of Port Visit Support missions;
- Assist in the preparation and presentation of various command briefs provided by MEFO;
- Assist in the planning of protective operations;
- Assist with maintaining all crime scene and office equipment;
- Assist with analysis as appropriate and consistent with approved access;
- Attend call-outs as appropriate;
- Assist in the preparation of historical case files for archiving;
- Assist in various administrative functions;
- Attend and become capable of assisting in conducting a variety of crime reduction campaign awareness and prevention briefings to serviced commands;
- Research and draft media related articles to promote NCIS within the local community;
- Assist with routine administrative duties to include but not limited to: monthly vehicle inspection, preparation of correspondence, creating copies of case files for dissemination outside of NCIS.

NCIS RESIDENT AGENCY DUBAI, UAE (MEDB)

- GENERAL CRIMES/FORCE PROTECTION -

Position limited to applicants who currently have access to the overseas location and meet eligibility criteria to gain admittance to the required areas within the United States Consulate.

LOCAL ADDRESS: NCIS Resident Agency Dubai
U.S. Consulate General
First Street, Umm Hurair 1
Dubai, United Arab Emirates

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology International Studies

DESCRIPTION: The position is located at the **NCIS Resident Agency in Dubai, UAE.**

Responsibilities may include, but are not limited to:

- Assist in obtaining reports of relevant incidents with a USN/USMC nexus;
- Conduct daily review of pertinent information and reports in order to identify crime/intelligence patterns with a USN/USMC nexus as well as areas for potential effective operations;
- Assist in the planning and execution of Port Visit Support missions;
- Assist in the preparation and presentation of various command briefs provided by MEDB;
- Assist in the planning of protective operations;
- Assist with maintaining all crime scene and office equipment
- Assist with analysis as appropriate and consistent with approved access;
- Attend call-outs as appropriate;
- Assist in conducting closed case file inventories;
- Assist with routine administrative duties to include but not limited to: monthly vehicle inspection, preparation of correspondence, escorting of guests to and from ports of entry and creating copies of case files for dissemination outside of NCIS;
- Assist the office with appropriate Consulate duties and liaison.

NCIS FIELD OFFICE CAMP PENDLETON CA (MWPE)

- ADMINISTRATIVE AND GENERAL CRIMES UNITS –

LOCAL ADDRESS: Bldg 120
101 De Luz Road
Camp Pendleton, CA 92055

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences

DESCRIPTION: The position is located at the **NCIS MARINE CORPS WEST Field Office, Camp Pendleton, CA, Administrative and General Crimes Unit.** Responsibilities may include, but are not limited to:

- Assist in transcribing Subject interviews for Agents
- Assist in the Administrative processing of investigations
- Research and gathering of statistical data for monthly reports
- Assist in preparation of various excel spread sheets for statistical reports
- Assist in the preparation, documentation and dissemination of final investigative products
- Utilize databases to conduct research and to update manuals
- Observe certain investigative leads such as autopsies

NCIS RESIDENT AGENCY MIRAMAR (MWMM)

- ADMINISTRATIVE AND GENERAL CRIMES UNITS –

LOCAL ADDRESS: BLDG 7208 GONSALVES
MCAS MIRAMAR, CA 92145

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences

DESCRIPTION: The position is located at the **NCISRA MIRAMAR, MCAS MIRAMAR, CA, in Administrative and General Crimes**. Responsibilities may include, but are not limited to:

- Assist in transcribing subject interviews for Agents
- Assist in the administrative processing of investigations
- Research and gathering of statistical data for monthly reports
- Assist in preparation of various excel spread sheets for statistical reports
- Assist in the preparation, documentation and dissemination of final investigative products
- Utilize databases to conduct research and to update manuals
- Participate in investigative leads such as surveillance and meetings.
- Assist in preparation and presentation of various command briefs provided by MWMM.
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization
- Assist in obtaining local police reports of relevant incidents
- Making copies of recorded interviews/interrogations
- Special assignments from SSA

NCIS NORTHEAST FIELD OFFICE NEWPORT RI (NENP)

- GENERAL CRIMES -

LOCAL ADDRESS: NCIS Northeast Field Office
344 Meyerkord Avenue, 3rd Floor
Newport, RI 02841-1607

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology

DESCRIPTION: The position is located at the **NCIS Northeast Field Office Newport RI**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by NENP;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NENP intern events including USN Ship tours, autopsy, and firearms familiarization;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Maintain a database of relevant operational issues involving educational anti-crime briefings;
- Track and disseminate Domestic Violence Unit (DVU) requests for Family Advocacy.

NCIS RESIDENT AGENCY NEW LONDON CT (NENL)

- GENERAL CRIMES -

LOCAL ADDRESS: Box 30 SUBASE/Bldg #98
Groton, CT 06349-5030

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology

DESCRIPTION: The position is located at the **NCIS Resident Agency New London CT**. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in preparation and presentation of various command briefs provided by NENL;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in all NENL intern events including USN Ship tours, autopsy, and firearms familiarization;
- Assist in the development and implementation of a database for the collection of crime statistics and force protection information for analysis;
- Maintain a database of relevant operational issues involving educational anti-crime briefings;
- Track and disseminate Domestic Violence Unit (DVU) requests for Family Advocacy.

NCIS RESIDENT UNIT FT. DEVENS, MA (NEDV)

-ECONOMIC CRIMES UNIT –

LOCAL ADDRESS: 4 Lexington Street
Devens, MA 01434

PREFERRED STATUS: Undergraduate/Graduate Student

PREFERRED MAJOR (S): Business Criminal Justice Economics
Finance Computer Science Accounting

DESCRIPTION: The position is located at **the NCIS Resident Unit Ft. Devens, MA-Economic Crimes Unit**. Responsibilities may include, but are not limited to:

- Analysis of contract/financial documentation;
- Contract reviews;
- Link analysis;
- Trial preparation of material for civil litigation;
- Internet inquiries;
- Database preparation/input;
- Major case organization.

NCIS Resident Unit Portsmouth, NH (NEPN)

- GENERAL CRIMES DEPARTMENT -

LOCAL ADDRESS: NCIS Portsmouth Naval Shipyard
Building M-3
Portsmouth, NH 03804

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Criminal Justice Administration of Justice
Forensic Science Political Science
Behavioral Sciences Foreign Language(s)
Economics/Finance

DESCRIPTION: The position is located at the Naval Criminal Investigative Service Resident Unit (NCISRU) Portsmouth, NH, General Crimes Office. Student interns will be provided an overview of all areas of the NCIS operational mission to include: criminal investigations/operations, family and sexual violence cases, force protection operations, and Fraud investigations. Responsibilities will include the following:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by NEPN;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Filing, copying, mailing and hand carrying NCIS reports to local command representatives;
- Establish and maintain minor inventory accounts;
- Assist in the preparation, documentation and dissemination of final investigative products;
- Participate in liaison events with local law enforcement;
- Assist in coordinating local college recruitment visits;
- Assist NEPN staff in various administrative/professional areas when time permits.

NCIS RESIDENT AGENCY GREAT LAKES, IL (NEGL)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS : 2540A Paul Jones Street
Great Lakes, IL 60088

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology

DESCRIPTION: The position is located at the **NCISRA Great Lakes IL, General Crimes Unit**. Student interns will be provided an overview of the NCIS criminal investigative and operational process within the NEGL area of operation. Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by NEGL;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in liaison events with local law enforcement;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Participate in briefings and training programs of local commands regarding a variety of criminal issues

NCIS FIELD OFFICE NORFOLK VA (NFNF)

- GENERAL CRIMES DEPARTMENT –

*****Must possess an in-scope personnel security investigation
with no more than a 24-month break in service***
(Refer to page 3 “Position Locations” for additional information)**

LOCAL ADDRESS: Naval Criminal Investigative Service
Field Office Norfolk, VA
1329 Bellinger Boulevard
Norfolk, VA 23571

PREFERRED STATUS: Junior/Senior/Graduate Student

| | | |
|-----------------------------|---------------------|---------------------------|
| PREFERRED MAJOR (S): | Criminal Justice | Administration of Justice |
| | Forensic Sciences | Political Science |
| | Behavioral Sciences | Foreign Language(s) |
| | Economics | Finance |

DESCRIPTION: The position is located at the **Naval Criminal Investigative Service Field Office (NCISFO) Norfolk VA, General Crimes Office**. Student interns will be provided an overview of all areas of the NCIS investigative and operational mission to include: Criminal investigations/operations, the Domestic Violence Unit (DVU), the Cold Case Squad, Force Protection operations and Fraud investigations. Responsibilities will include the following:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs provided by NFNF;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Accompany NCISFO personnel in support of ship port visits;
- Filing, copying, mailing and hand carrying NCIS reports to local command representatives;
- Establish and maintain minor inventory accounts;
- Assist in the preparation, documentation and dissemination of final investigative products;
- Participate in liaison events with local law enforcement;
- Assist in coordinating local college recruitment visits;
- Serve as the primary liaison point of contact between outer office and U-40 criminal squad via courier;
- Assist the NCISFO staff in various administrative/professional areas when time permits.

NCIS RESIDENT AGENCY NORFOLK FRAUD OFFICE (NFFM)

- ECONOMIC CRIMES UNIT-

*****Must possess an in-scope personnel security investigation
with no more than a 24-month break in service***
(Refer to page 3 “Position Locations” for additional information)**

LOCAL ADDRESS: Naval Criminal Investigative Service
Norfolk Fraud Unit
825 I Greenbrier Circle
Chesapeake, VA 23320-2638

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Economics
Administration of Justice Finance
Political Science Behavioral Sciences

DESCRIPTION: The position is located at the **Naval Criminal Investigative Service Resident Agency Norfolk Fraud Unit (NFFM), Chesapeake, VA**. Student interns will be provided an overview of all areas of the NCIS operational mission with an emphasis on major procurement fraud investigations. Responsibilities may include but are not limited to the following:

- Assist with the review of procurement related documents such as contracts, product quality deficiency reports, and corrective action requests pertaining to select DON programs and/or economic crimes investigations;
- Conduct open source queries to assist with the development of investigative leads;
- Major case organization of voluminous amounts of evidence and information obtained through search warrants, to include database preparation/input;
- Conduct relational/link analysis of identified elements of interest;
- Assist in the identification of anomalies and trends for the development of investigative leads and the preparation for suspect interviews;
- Assist with the development of methods to analyze data and presenting findings in an understandable format;
- Assist in the preparation and presentation of various command briefs provided by NFFM;
- Assist in the preparation, documentation and dissemination of investigative products;
- Participate in liaison events with local law enforcement;
- Assist in the preparation and presentation of investigative briefs for senior officials (e.g., NCIS leadership, the Assistant U.S. Attorney, etc.)

NCIS RESIDENT AGENCY LITTLE CREEK, VA (NFLC)

- DOMESTIC VIOLENCE UNIT -

LOCAL ADDRESS: Naval Criminal Investigative Service Resident Unit
Naval Amphibious Base Little Creek
1430 Helicopter Road, Suite 210
Norfolk, VA 23521-2929

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Behavioral Sciences
Forensic Science Women's Studies
Psychology Sociology
Political Science

DESCRIPTION: This position is located within the **NCIS Field Office Norfolk VA (NFNF), Domestic Violence (DVU)**. Responsibilities may include, but are not limited to:

- Participate in the review of active case files;
- Assist in the maintenance and continued development of a DVU database;
- Liaison with area task forces, victim shelters, and local police department DVU's to promote the NCIS DVU mission;
- Research and draft media-related articles to promote NCIS within the local community;
- Observe interviews conducted by Special Agent personnel;
- Utilize the Internet and other resources to conduct research related to sex crimes and family violence.

NCIS FIELD OFFICE SOUTHEAST MAYPORT FL (SEMP)

- GENERAL CRIMES OFFICE -

LOCAL ADDRESS: Naval Criminal Investigative Service
Field Office Mayport FL
Building 299, Naval Station Mayport
Mayport, FL 32228

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the **NCIS Field Office (NCISFO) Mayport FL, General Crimes Office**. Responsibilities will include the following:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily reviews of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in obtaining local police reports of relevant incidents;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Assist in the preparation and presentation of various command briefs;
- Participate in liaison events with local law enforcement.

NCIS RESIDENT AGENCY GULFPORT MS (SEGF)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS: NCBC GULFPORT
BLDG 60, RM 213
Gulfport, MS. 39501

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology

DESCRIPTION: The position is located at the **NCISRA Gulfport MS, General Crimes Unit**. Student interns will be provided an overview of the NCIS criminal investigative and operational process within the SEGF area of operation. Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in liaison events with local law enforcement;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Participate in briefings and training programs of local commands regarding a variety of criminal issues.

NCIS RESIDENT AGENCY PENSACOLA, FL (SEPF)

- GENERAL CRIMES UNIT -

*****Must possess an in-scope personnel security investigation with no more than a 24-month break in service***
(Refer to page 3 “Position Locations” for additional information)**

LOCAL ADDRESS: 821 San Carlos
Building 3813
Pensacola, FL 32508

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Administration of Justice
Forensic Sciences Political Science

DESCRIPTION: The position is located at the NCIS Resident Agency Pensacola, FL. Responsibilities may include, but are not limited to:

- Assist in obtaining local police reports of relevant incidents;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Panel (DRP) and Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community;
- Filing, copying, mailing and hand carrying NCIS Reports to local command representatives;
- Assist in preparation and presentation of various command briefs provided by SEPF;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Assist with monthly vehicle inspections and assure proper functionality and maintenance;
- Participate in liaison events with local law enforcement;
- Participate in firearms familiarization during quarterly firearms qualification evolutions.

NCIS RESIDENT UNIT NEW ORLEANS LA (SENR)

- GENERAL CRIMES UNIT -

LOCAL ADDRESS: 400 Russell Ave, Bldg 557
New Orleans, LA 70143

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR(S): Criminal Justice Administration of Justice
Forensic Sciences Political Science
Behavioral Sciences Psychology

DESCRIPTION: The position is located at the **NCISRU New Orleans LA, General Crimes Unit**. Student interns will be provided an overview of the NCIS criminal investigative and operational process within the SENR area of operation. Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily review of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Assist in preparation and presentation of various command briefs;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Participate in liaison events with local law enforcement;
- Participate in firearms familiarization during quarterly firearms qualification evolutions;
- Participate in briefings and training programs of local commands regarding a variety of criminal issues.

NCIS RESIDENT AGENCY PORT HUENEME (SWPH)

LOCAL ADDRESS: Naval Criminal Investigative Service
Resident Agency Port Hueneme CA
4111 San Pedro Street, 2nd Floor East
Port Hueneme, CA 93043-4372

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Criminal Justice Forensic Sciences Psychology
Political Science Behavioral Sciences

DESCRIPTION: Responsibilities may include, but are not limited to:

- Assist in the preparation, documentation and dissemination of final investigative products;
- Conduct daily reviews of pertinent law enforcement blotter entries to identify crime patterns and areas for potential effective operations;
- Provide a comprehensive review of outstanding and closed death investigations to enhance efficiency and ensure Death Review Board (DRB) guidelines are maintained;
- Research and draft media-related articles to promote NCIS within the local community; assist in the preparation and presentation of various command briefs provided by SWPH;
- Assist with maintaining all crime scene equipment, including reorganization of the technical equipment locker and implementing means to maximize equipment utilization;
- Develop trend analysis for criminal activities within the field office area of responsibility (AOR);
- Assist in comprehensive review of outstanding death investigations to enhance efficiency and ensure Death Review Team (DRT) and Death Review Board (DRB) guidelines are maintained;
- Participate in liaison events with local law enforcement.

NCIS RESIDENT AGENCY LOS ANGELES (SWLA)

- ECONOMIC CRIMES UNIT -

LOCAL ADDRESS: NCISRA Los Angeles, CA
800 Seal Beach Blvd., Bldg. 254
Seal Beach, CA 90740

PREFERRED STATUS: Junior/Senior/Graduate Student

PREFERRED MAJOR (S): Fraud Examination Accounting
Auditing Forensic Accounting

DESCRIPTION: The position is located at the **NCIS Resident Agency Los Angeles (SWLA)**. Responsibilities may include the following:

- Assist in the review, collation, analysis, indexing of seized documents in major economic crimes investigations;
- Design or update computer databases used for indexing and collation of seized documents;
- Conduct relational analysis of seized data using computer data base models;
- Prepare summary reports of data;
- Develop a strategy to present data in an understandable format;
- Assist in the preparation and presentation of various briefs provided to the Assistant US Attorney;
- Develop innovative ideas and procedures to analyze and present the volumes of data pertinent to major procurement fraud or economic crime cases.