

NAVAL CRIMINAL INVESTIGATIVE SERVICE



NCIS HONORS INTERNSHIP PROGRAM

FREQUENTLY ASKED QUESTIONS

1. How do I submit an application?

Please submit one application per student to the Honors Internship Program mailbox at NCIS_Internships@NCIS.NAVY.MIL or Handshake. Students do not need to submit an application to both the Honors Internship Program mailbox and Handshake. Applications submitted to the program mailbox or Handshake are equally reviewed and processed.

2. What are the application requirements?

The Honors internship application and eligibility requirements are located at the following link: www.ncis.navy.mil/Careers/Internships/

3. Where can I find more information about the Honors Internship Program?

Information about the Honors Internship Program is located on the NCIS website, www.ncis.navy.mil/Careers/Internships/, and also, Handshake.

4. What is Handshake?

Handshake is a career platform of students, alumni, employers, and career educators. The NCIS Honors internship Program has a company account with Handshake to connect and engage with undergraduate and graduate students across the United States for internship and job opportunities. Students can submit an application to the Handshake platform, and also, have the option to submit an application to the Honors Internship Program mailbox NCIS_Internships@NCIS.NAVY.MIL. Students do not need to submit an application to both the Honors Internship Program mailbox and Handshake, one application per student is required. Applications submitted to the Honors Internship Program mailbox or Handshake are equally reviewed and processed.

5. Is my application disqualified because Handshake does not allow to submit all of the application documents?

No, a student is not disqualified from the application process if Handshake is used to submit an application because Handshake limits the number of documents submitted per applicant. The NCIS internship Program Specialist will contact the student via email to request the remaining required application documents.

6. Do I have to join the military to participate in the Honors Internship Program?

No, NCIS is a civilian federal law enforcement and national security agency.

7. I have a question about the Honors Internship Program, who do I contact?

Students can submit questions to the Honors Internship Program mailbox, NCIS_Internships@NCIS.NAVY.MIL, or the Handshake inbox.

8. Is enrollment in school required to participate in the Honors Internship Program?

Yes, enrollment in a baccalaureate or graduate degree program is an eligibility requirement for participation in the Honors Internship Program. Applicants must be enrolled in a baccalaureate or graduate degree program at the time of application submission, and also, the duration of the internship in order to meet the eligibility requirement.

9. Does NCIS offer an internship program for recent graduates?

No, NCIS does not have an internship program for recent graduates.

10. Do I have to earn academic credit to participate in the Honors Internship Program?

No, a student does not have to earn academic credit to participate in the Honors internship Program.

11. Can I earn academic credit during my internship?

Yes, a student can earn academic credit during the internship time frame. Students that earn academic credit during the internship are solely responsible to ensure academic requirements established by the college or university are met, it is not the responsibility of NCIS, the Internship Program Specialist, or the Honors Internship Program.

12. Does NCIS offer remote internships?

No, NCIS does not have remote internships.

13. Is the Honors Internship an onsite position?

Yes, the Honors internship is an onsite position at NCIS headquarters in Quantico, VA or a NCIS field office.

14. Where are the NCIS Field Offices located?

NCIS operates in approximately 191 locations, in more than 41 countries. For more information about what NCIS field offices are available for the Honors Internship Program, please visit www.ncis.navy.mil/Careers/Internships/ and review the NCIS Internship Field office Locations and Directorates document.

15. Can I apply for an internship at an international field office location?

Yes, students can apply for an internship at an international field office if their parent works at a United States Navy or United States Marine Corps facility overseas with a NCIS field office location at the time of application submission and during the internship timeframe. Please inquire with the Internship Program Specialist before applying. Eligibility for the Honors Internship Program requires the student is a U.S. Citizen. NCIS does not provide financial or logistical assistance for housing, relocation, or transportation costs.

16. Recommendation Letters

The Honors Internship Program has two options for submitting recommendation letters: either submitted by the applicant or the recommender sends the letter directly to the Honors Internship Program mailbox NCIS_Internships@NCIS.NAVY.MIL. Recommendation letters sent directly to the Honors Internship Program mailbox should include the student's first and last name in the subject line of the email.

17. Do I need turn in a letter of recommendation if I do not know anyone to ask?

Yes, two letters of recommendation are required for the application submission, one letter from the college or university the student currently attends. Options to consider for a college or university includes but is not limited to: professor; academic advisor; or dean.

18. Am I eligible for the Honors Internship if I have a 2.99 grade point average?

No, a student with a 2.99 grade point average (GPA) is not eligible to participate in the Honors Internship Program. Eligibility for the Honors Internship Program requires a 3.0 GPA at the time of application submission and during the internship, there are no exceptions to this eligibility requirement.

19. Is marijuana use a disqualifier for applicants who live in a state where marijuana is legal?

NCIS is firmly committed to a drug-free society and workplace. Applicants who have used cannabis within the past three (3) years are considered unsuitable for an internship within the requisite 3-year time frame.

20. What academic degrees are required for the Honors Internship Program?

The Honors Internship Program does not have an academic degree requirement, students from all academic backgrounds and academic year are encouraged to apply.

21. What is the age requirement to apply to the Honors Internship Program?

Eligibility for the Honors Internship Program requires the student is 18 years old at the time the application is submitted, and also, the student must be enrolled in an undergraduate or graduate degree program.

22. How many hours per week is an intern expected to work?

Spring & Fall Timeframe

The spring and fall internship time frame students have two options for hours worked per week: 16 hours per week, 32 hours bi-weekly or 32 hours per week, 64 hours bi-weekly.

- Eligibility for participation in the internship requires the student commits to a minimum 16-hours per work week schedule, there are no exceptions to this eligibility requirement.
- The agency's core business hours are Monday – Friday, 8:00 am – 5:00 pm. Intern supervisors will work with the student to identify a weekly schedule that aligns with the student's academic schedule, and also, aligns with the agency's core business hours.

Summer Timeframe

Students selected for the summer internship time frame are expected to commit to a full-time work schedule, 40 hours per week, Monday – Friday. There are no exceptions to the full-time work schedule requirement for the summer internship.

23. How is the internship start date determined?

The Honors Internship Program Specialist will work with the selected student to establish a start date mutually beneficial for the student and NCIS.

24. Is the Honors Internship paid?

The internship is paid and the compensation is established based on the student's current academic transcript. Compensation is either one of the following:

- GS 3, Step 1 is completion of one full academic year post-high school study.
- GS 4, Step 1 is completion of two full academic years of post-high school study or associate's degree.
- GS 5, Step 1 is at least 120 semesters hours in a collegiate degree program that is below a PhD and admission to graduate school is required.

25. How long is the Honors Internship?

Students selected for the Honors Internship Program are expected to commit to a minimum of 10 weeks as an intern.

26. What is the current status of my Honors Internship Application?

Due to the high volume of applications received and processed, the Honors Internship Program is unable to provide an applicant with a status update.

27. Can I receive feedback on my Honors Internship Application?

The Honors Internship Program is unable to provide or answer any inquiries as it pertains to application feedback, recommendations, or explanation for application declination.

28. Will I have a security clearance during the internship?

Yes, interns begin the internship with an interim secret clearance. If the applicant currently holds a security clearance with another agency, the Internship Program Specialist will work with the NCIS security office to transfer the existing security clearance to NCIS.

29. Does NCIS cover housing and relocation costs during the internship?

No, NCIS does not provide financial or logistical assistance for housing, relocation, or transportation costs.

30. How can I prepare for the Honors Internship Interview?

If selected to interview, a student can prepare by reviewing the agency's mission, core mission areas, mission support, and the directorate the student is selected to interview. Students can also prepare to discuss academic and professional goals, knowledge, skills, and experiences as it relates to the student's application submission.

31. What are the Honors Intern duties and responsibilities?

The Honors Internship Program offers students hands-on, real-world experiences to gain relevant work experience, skill sets, knowledge, and professional development toward attaining educational and career goals. The intern's job duties and responsibilities will vary depending which NCIS directorate the student works.

32. What is the dress code requirement for the Honors Internship Program?

The Honors Internship Program recommendation for a dress code is business-casual.